

ROWENA PORTCH

PROFILE

Award-winning writer/editor/designer. Offers over thirty-three years of experience writing/editing technical documentation, Software Development Kits (SDKs), online content, marketing campaigns, articles, blogs, ebooks, and manuscripts. Twenty years as an accessible technology specialist. Fifteen years in graphic design and typesetting.

SKILLS

Microsoft Office applications, Adobe Photoshop, Illustrator, InDesign, and Mac applications. Creating ebook content for various platforms. Quick to learn new technology. Experience with graphic design, web design and professional typesetting. Skilled at using Assistive Technology.

EXPERIENCE

FREELANCE WRITER/EDITOR, DESIGNER, CREATIVE DESIGN, 2018 - PRESENT

Writes technical education documentation for DSB in Seattle. Designs logos for numerous organizations, including Junction Plaza, Colorado Holdings, and Outlook Business Solutions. Writes and produces eBooks for ACB to improve the education of their clients. Created SVG graphics for mobile apps.

WRITER/EDITOR AND CREATIVE SPECIALIST, SCRIBES, INK, SULTAN, WA 2015-2018

Increased client interest and involvement by eighty percent through engaging articles, blogs, and and informative content. Landed several high-paying contracts for writing technical coursework, ebooks, and short fiction. Responsible for creating cover art for books, marketing pamphlets, and promotional materials. Experience with WordPress, Adobe, MAC, PC, Adobe products, digital art, word processing, and typesetting. Tested accessible technology for companies, such as Apple, Microsoft, and Adobe. Volunteer work for Learning Ally as an audio book recorder and checker.

CREATIVE SPECIALIST AND AUTHOR/EDITOR, AEON ENTERPRISES, SILVERDALE, WA 2010-2015

Provided education by writing creative and technical content. Helped over twelve new authors publish their masterpieces by being their mentor, and showing them how to manage the publishing process. Improved content quality with editing and proper formatting. Created print-ready content by typesetting and creating eye-catching cover art that resulted in a forty-percent increase in sales. Increased audience interest by ensuring that all content was accessible.

CONTENT MANAGER, ABEL WELLNESS CENTER, BELFAIR, WA 2008-2012

Produced medical reports that increased insurance payouts by seventy percent. Created marketing material that resulted in a 35-percent increase in new clients. Created artwork that attracted attention in marketing and promotional materials. Created an accessible website that served to increase client involvement and awareness.

SR. TECHNICAL EDITOR, MICROSOFT, REDMOND, WA 2000-2008

Met all strict MSN and Office deadline schedules by effectively managing a team of ten technical writers and editors. Headed up the accessibility advocate project by providing information for creating accessible applications and content. Created the Accessibility Advocate blog that guided consumers toward accessible programs, technology, and education. Reduced support calls by forty percent by producing SDK manuals that provided the information programmers required to create effective code. Decreased deadline delays by offering to help the graphics design group by creating technical illustrations and artwork.

SR. TECHNICAL EDITOR, OSBORNE/MCGRAW-HILL, WA 2005-2007

Authored and co-authored technical manuals that produced over 3000 sales. Edited technical manuals.

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SR. TECHNICAL WRITER, SYNC RESEARCH, CA 1993-2000

Produced technical manuals that reduced the number of technical support calls by forty percent. Assisted in creating a technical database that enabled support personnel to resolve common issues with the company's smart bridges and routers. Worked with print vendors to create print-ready copy, saving the company fifty percent of their typical print production costs.

EDUCATION

CONTINUING EDUCATION, MOBILE APPLICATION DESIGN, 2021

CONTINUING EDUCATION, PYTHON PROGRAMMING, 2021

CONTINUING EDUCATION, GRAPHICS DESIGN, 2020

AWAI, ONLINE COPYWRITING, 2016

AMERICAN INSTITUTE OF COMPUTER SCIENCES, CA — MACS, 1999

UNIVERSITY OF PHOENIX, CA — BSBA, 1991

PRACTICAL SCHOOLS, CA — EE, 1983

CONTROL DATA INSTITUTE, CA — COMPUTER PROGRAMMING, 1980