

GARRY CH.

QUALIFICATIONS SUMMARY

Documentation specialist experienced in professional, fast-paced environments demanding strong technical, organizational and interpersonal skills. Competent, quick-learner, committed to the highest quality product. Able to manage multiple projects and shifting priorities while maintaining a sense of humour and calm. Abilities include (but not limited to):

- Research/SME consultation
- Writing/Editing/Proofreading
- Digital photography
- Document project management
- Graphic design/Layout
- Audio/video production

EDUCATION

Documentary Film Media Intensive Course (2009)

Gulf Islands Film and Television School, Galiano Island, Canada

Arts & Cultural Management Certificate (with Distinction) (2004)

Grant MacEwan College, Edmonton, Canada

- Ten-month intensive arts management training followed by ten-week field placement at the Francis Winspear Centre for Music as a Concert Programming Associate.

Desktop Publishing/Graphic Arts Certificate (1989)

McKay Technical Institute, Vancouver, Canada

- 300 hours design training: graphic design, typography, page layout and applied theory

Bachelor of Arts Degree (English) (1984)

The University of Alberta, Edmonton, Canada

PROFESSIONAL EXPERIENCE

YVES TRAINING GROUP (Surrey, Canada)

Technical Writer/Editor (2012: 8 month contract)

- Rewrote and edited a series of comprehensive training manuals using plain language. These manuals were for a wide range of light industrial vehicles: counterbalanced forklifts, aerial boomlifts, scissor lifts, front-end loaders, backhoes, skid-steer loaders, powered pallet trucks etc.

WRITER/EDITOR (2000-present)

AUDIO/VIDEO PRODUCER (2008-present)

- Provide writing services on a freelance basis: operation and training manuals, grant proposals, etc.
- Provide audio/visual services for small businesses and performing arts groups, including shooting and editing promotional videos, concert recording and event documentation.

O.E.M. REMANUFACTURING COMPANY (Edmonton, Canada)

Technical Writer (2007: 8 months)

- Provided a variety of documentation services for the remanufacture and assembly of truck engines and transmissions used in Alberta's oil sands industry.
- Supported the marketing department with digital photography and design consultation.

ST. JOHN'S MUSIC LTD. (Edmonton, Canada)

District Manager (2005: 2 years)

- Road representative for Canada's second largest retail musical instrument chain.
- Provided on-site sales and service to approx. 100 public schools in Edmonton and Northern Alberta.

FREELANCE

Writer/Editor (2000-present)

- Provided writing, design and desktop publishing services on a freelance basis, primarily to small business owners and individuals: operation & training manuals, grant proposals, website maintenance, press kits, photography etc.

CREO PRODUCTS INC. (Vancouver, Canada)

Technical Writer (1999: 1.5 years)

Leading manufacturer of digital prepress software and output hardware.

- Enhanced technical accuracy, usability, visual appeal and value of all hardware end-user manuals.
- Added value to documentation set by producing easy-to-use, graphically based maintenance guides.
- Produced photographs, safety labels and quick reference maintenance guides.
- Liaised with printers for printing and binding of manuals; made QC checks of finished printed manuals.

GENERAL DYNAMICS CANADA (Calgary, Canada)

Technical Editor (1998: 1.5 years)

Subsidiary of General Dynamics Corp., a leading American defence contractor.

- Rapidly integrated into high-volume document team for multi-billion dollar Canadian military contract.
- Senior editor on multi-million dollar contract RFP submission.
- Granted Secret security clearance; received COMSEC briefing.

RODGERS INSTRUMENT CORP. (U.S.A.)

ROLAND ITALY SPA (Italy)

Technical Writer/Editor (contract) (1994: 3 years)

American- and European-based subsidiaries of Roland Japan.

- Created easy-to-read, functionally based user manuals for consumer and professional musical instruments.
- Worked remotely for these companies from my home office in Calgary.

ROLAND CORPORATION JAPAN (Hamamatsu City, Japan)

Technical Writer/Editor (1989: 5 years)

World-class manufacturer of professional/consumer electronic musical instruments and sound equipment.

- Dramatically and rapidly improved all aspects of North American- and European-bound owner's manuals, which significantly reduced the number of customer complaints.
- Established contact with overseas product specialists to enhance inter-company communications.
- Gave factory tours to international visitors and represented the company at international trade shows.
- Mentored Japanese staff writers.

TECHNICAL SKILLS

Hardware

- Macs & PCs
- DSLR cameras, digital recorders/microphone mixers/audio gear

Software

- FrameMaker, QuarkXPress, PageMaker
- MS Office, Word, Excel, Powerpoint, Navigator, Explorer, Safari, Firefox
- Illustrator, Photoshop, Dreamweaver (HTML editor), Outlook, Adobe Acrobat (Distiller/PDF)
- Adobe Premier Pro, Studio Logic Pro (audio/video editing)

AWARDS

2008 'Explorations' Arts Grant (New/Improvised Music Concert Series) (Canada)

Awarded as part of the Edmonton 2008 Cultural Capital of Canada Project sponsored by the Government of Canada, Canadian Heritage, the City of Edmonton and the Edmonton Arts Council. **\$25,600 CDN / 785,000 THB**

1993 Environment Agency Award of Excellence (Japan)

Second place honours (non-Japanese category) in the Japanese Government's third annual "Save the Earth" national essay competition. **\$5,000 CDN / 153,300 THB**

1992 Environment Agency Director General's Prize (Japan)

First place honours (non-Japanese category) in the Japanese Government's second annual "Save the Earth" national essay competition. **\$10,000 CDN / 306,740 THB**