

**Leslie Brown**  
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[myworkingwords.com](http://myworkingwords.com)

## **SUMMARY**

Seasoned writing and editing professional, focused on web and technical content. Expert at creating material to meet the writing needs of businesses and individuals, with a broad understanding of the fundamentals and trends in current technology.

## **SKILLS/QUALIFICATIONS**

**Writing and Editing:** Research, write, and edit articles and marketing material for websites and blogs. Write content on various topics, from the simple to highly complex. Edit all phases of technical documentation, from developmental through proofreading, in both online and print formats. Create resumes for all professions.

**Project Management:** Oversee website content coordination. Manage the work of other technical writers and editors. Supervise projects by prioritizing content-publishing tasks. Preserve branding throughout websites. Collaborate on marketing ideas to develop SEO and eCommerce strategies.

**Technical Knowledge:** Microsoft Office, SharePoint, Dropbox, HTML, XML, online help authoring, and web-development tools and concepts in products such as WordPress and Dreamweaver.

## **EXPERIENCE**

### **Web Content Writer and Technical Editor, Owner**

**Working Words** (<http://www.myworkingwords.com>)

**October 2011-present**

Write web content and initiate the design for both websites and blogs. Work with clients to implement SEO strategies and maintain branding. Offer years of experience writing and editing technical documentation. Create resumes for all professions and careers.

### **Chief Editor and Contributing Writer**

**(DOG)SPIRED** (<http://www.dogspired.com>)

**April 2009-present**

Edit and manage all web content. Initiate innovative design concepts. Write engaging copy and headlines to encourage reader interest and site loyalty. Suggest story ideas according to consumer trends. Maintain branding and SEO, leveraging social networking tools and features. Support site administrators by developing site structure. Research related websites for potential authors and content. Create style and submission guidelines, and apply all content standards. Communicate frequently with authors, sponsors, and advertisers.

### **Web Content Writer**

**The Free Resource** (<http://www.thefreeresource.com/author/l-brown>)

**July 2010-January 2011**

Researched and wrote articles on a variety of topics to build sets of trusted resources.

### **Web Content Writer**

**Examiner.com online newspaper** (<http://www.examiner.com/dog-supplies-in-seattle/leslie-brown>)

**March 2010-August 2010**

Published articles for online newspaper. Researched topics, conducted interviews, and added links to appropriate sites and articles.



## **Primary Web Content Writer**

**JonesPetsTV website (<http://jonespets.tv/>)**

**August 2009-June 2010**

Wrote all content for new website. Incorporated stories and suggestions from team members and company sponsors.

## **Technical Editor**

**Microsoft Corporation**

**1990–2008**

**(Employee and Contractor)**

### **Microsoft Office (Word and Excel)**

Created and edited computer-based training. Developed and edited online help and tutorials, print documentation, and wizards. Participated in decisions for the initial versions of the *Microsoft Manual of Style for Technical Publications*.

### **Microsoft Expression Studio**

Performed all editing tasks for the *Expression Media User Guide*. Edited online help files for Microsoft Expression Web and Microsoft Expression Media Encoder.

### **Microsoft Live Services Group, Entertainment and Devices**

Wrote, edited, and reviewed articles about rating boards and compliance issues for computer games. Interviewed subject matter experts worldwide, and wrote copy for websites. Published articles on SharePoint site.

### **Microsoft Works**

As Lead Editor, edited all online help topics, and maintained writing and editing schedules.

### **Microsoft Exchange User Assistance**

Edited content that adhered to strictly defined standards for document structure, formats, and writing style.

### **Mastering Group (Training and Certification)**

Edited training courses for software developers. Designed and rewrote web courseware.

### **Microsoft Windows Server SDK**

As required by the U.S. Department of Justice, edited technical documentation on Windows server protocols.

### **Retail Management Systems**

For Microsoft Business Solutions Point of Sale products, edited online help topics, the *Getting Started* booklet, and packaging materials.

### **Security Guidance Center**

Wrote and edited documents and white papers for Windows Server 2003, Virtual Server 2005, and Exchange Server 2003, focusing on security-related content.

### **MSN Customer Support**

For MSN Explorer, edited FAQs and online help files.

## **EDUCATION**

Bachelor of Arts in Creative Writing, University of California at Santa Cruz. Minored in English Literature.