

JAIME M. PRICE-ANDERSON

TECHNICAL WRITER

P 218.770.3111

E hello@variantdigital.net

A PO Box 742 Fergus
Falls, MN 56538

W www.variantdigital.net

OBJECTIVE

To obtain work on a contract basis for clients seeking technical writing, business process documentation, standard operation procedures (SOPs), training materials, employee documents, compliance/standardizations.

EXPERIENCE

May 2020-present

Technical Writer & Digital Consultant • Variant Digital, LLC • Fergus Falls, MN

Provide technical writing and digital consulting/web design to clients locally and remotely. Industry specialties include information technology, manufacturing, agriculture, government, aerospace and defense.

April 2019 – April 2020

Technical Project Manager • Alliances Management • Redwood, CA
TPM contract with EMVCo®, a global standards specification entity for the payment industry. TPM's primary responsibility was to plan the publication release process, manage tasks/establish agendas for meeting the timeline, documenting decisions/minutes, identifying, and mitigating risks, outlining impacts to scope/schedule.

August 2015 – April 2019

Project Manager, Operations • BWIS • Fergus Falls, MN
Barry-Wehmiller Integrated Systems (BWIS) - Primary project manager for operations – project build & delivery cycle. Taught Barry-Wehmiller University virtual seminars in Project Communications to global participants.

June 2013 – October 2015

Technical Writer & Digital Consultant • Variant Consulting Services, LLC • Fergus Falls, MN
Now Variant Digital, LLC. Provided project management, digital consultant and technical writing services for clients. Developed and delivered trainings meeting client needs.

EDUCATION

BA – History, 2001 (3.56)

Edinboro Univ of PA

Edinboro, PA

GC – Applied Intel, 2011 (3.5)

Mercyhurst University

Erie, PA

MA – History, 2023* (3.75)

Slippery Rock University of PA

Slippery Rock, PA

*60 total post-BA graduate hours in History.

KEY SKILLS

- TECHNICAL WRITING
- PROJECT MANAGEMENT
- BUSINESS CONSULTING
- WEB DESIGN
- PHOTOGRAPHY

MEMBERSHIPS

- SOCIETY FOR TECHNICAL COMMUNICATION (STC)
- PROJECT MANAGEMENT INSTITUTE
- FERGUS FALLS CHAMBER OF COMMERCE
- TRI-STATE MANUFACTURER'S ASSOCIATION
- AMERICAN HISTORY ASSOCIATION

December 2014 – August 2015

Program Manager • John Deere Electronic Solutions • Fargo, ND
New product production launch, continuous improvement, and cost reduction projects on existing products.

April 2008 – June 2013

Business Process Specialist & Project Manager • Accenture • Reston, VA, DC, and Denver, CO.
Federal Government Contractor (TS/SCI with CI Poly 2013). Direct client support for the Defense Intelligence Agency, the National Reconnaissance Office, The Department of the Interior, and Digital Globe.

October 2006 – April 2008

Data Analyst • Unisys • Reston, VA
Client Facing Auditor for software portal development for General Services Administration (GSA). Joined User Acceptance Team (UAT) during Build & Test cycle; ran test scripts and integrated upgrades with development team. Post 'go live' activities included managing team of 5-6, and acting as Region 3 Lead (Philadelphia).

CERTIFICATIONS

CPTC – in progress (scheduled for May 15th)
PMP - #1740083 (2014)

SKILLS

Adobe FrameMaker, Acrobat Distiller, Fresco, Dimension, Illustrator, Acrobat Pro, Photoshop/Lightroom, SharePoint, MS Word, Excel, MS Project, PowerPoint, Photo/Video: Nikon, TinkerCad, WordPress, Wix, G-Suite, MS Visio.

REFERENCES

Available upon Request.
