Curriculum Vitae

Personal Details

Name	Mr Francis Creese
Date of Birth	8th March 1962
Nationality/Security	British – Currently Security Cleared (SC to 2022)
Job Titles	Senior Technical Author/Team Leader/Editor – Online (Docs and Help) and hard copy documentation including electronic distribution, web design and software testing. Helpdesk Support (IT Specialist) and Script (visual basic script) Writer.
Experience	**Technical Authoring since 1980**

Education/Qualifications

- British Aerospace Technician (Avionics/Electronics) Apprenticeship – Bournemouth (Hurn)
- O Levels in Technical Drawing (Grade B), Physics, Maths, Spoken English and Biology
- TEC (ONC) Ordinary Certificate, Subjects: Electronic and Electrical Principles, Micro-electronic Systems, Use of Computers and Technical Communication
- TEC (HNC) Higher Certificate, 2 years
- Motorola GSM training courses for engineering staff, site configuration, setup and installation of base station and transmitter sites (GSM)
- Motorola GSM training course for system management (OMC)
- Basic and Intermediate UNIX user training courses
- MS Project - advanced users course - Access Database programming course.

Summary

Specifications
- ASD S1000d
- ASD STE
- AECMA
- Simplified English
- ATA100
- JSP 182183
- Avp 70
- Mil-Spec
- Def-Stan
- EWOW
- EVP
- Prince2
- SGML
- HTML
- XHTML
- Aquired
- CSDB
- VBScript
- BASIC

Tools Used
- Meridian
- Word 2003/2010
- MS-Office
- MS-Project
- Adobe Acrobat
- Word XP
- Visio
- Arbortext
- Paintshop Pro
- ADEPT/Epic
- Framemaker
- Author-IT
- iLog
- Robohelp
- Sablime
- Compass
- MS-Access
- VBS (Scripts)
- Contenta
- Content@

Manual Types
- Specifications
- IT Support Documents
- Maintenance Manuals
- Installation Manuals
- Work Instructions
- User Guides
- Flight Crew Manuals
- Pilots Notes
- Training Materials
- Training Courses
- User Documentation
- IPC
- Contract Documents
- Contract Specifications
- Troubleshooting Manuals
- Websites
- On-line help
- Configuration Manuals
- Programming Guides
- BRs (Book of Reference – Navy)
- Operations Manuals
- Excel expert!

Subjects
- Buildings and plant
- Avionics
- Satcom
- Nuclear Installations
- IT Infrastructure
- Ship Systems
- Flight Controls
- Fuel Systems
- Software
- Windows XP/Vista
- Gas Turbines
- Building structures
- Building services
- Nuclear plant
- Landing Gear
- Water monitoring
- Windows
- UNIX/VMS
- Sharepoint
- Networking
- CCTV
- Weapon Systems
- Radar
- Radio Comms

Curriculum Vitae

Attributes

- **Worked for many companies more than once**
- Often had contracts renewed – and often the last to leave
- Often been asked to do other tasks once my wide range of skills are realized
- Often asked to help with other projects due to my wide knowledge and skills base
- Often asked for one-to-one & group training for PCs and Software and the generation of templates and departmental working procedures
- Get on very well either being self reliant, working with a team or managing a team
- **Over 35 years Tech Authoring experience** to pass on – but also still keen to learn
- Often able to make worthwhile and cost saving suggestions to clients
- Expert with Excel – useful for tracking projects and progress
- Designing and Hosting websites since 1998
- Designing and Writing Scripts to manipulate spreadsheet data and sgml files
- PROFESSIONAL! With a Dynamic proactive enthusiastic personality!

An adaptable Electronics/Avionics/Software Technical Author/Editor with proven experience writing from scratch and also converting hard copy versions of manuals to electronic formats including the design of templates, stylesheets and training of personnel. Also written about many different mechanical systems including landing gear, gas turbine engines, ship and submarine systems, and water monitoring systems (on-going work). A good team member or team leader with excellent analytical and writing skills, but also able to work unsupervised to tight deadlines and specifications. Articulate and affable with the ability to communicate ideas effectively at all levels and to a cross section of professionals. A hard working well organised person with the ability to produce excellent working standards under pressure and to meet constantly changing circumstances and deadlines. Reliable, honest and very resourceful with a flexible approach to changes in task requirements. Recent functions have included VB scripting to automate various documentation processes, spreadsheet data manipulation, creating templates, formats and working practices, and including the manipulation of text and SGML files and the interaction of documents with spreadsheet data. Extraction and manipulation of spreadsheet data using scripts is also something I have been seriously involved in.

Very widely experienced and very computer literate (Military Satcom/GSM/UMTS (mobile phones), electronics, software and hardware), including system construction, configuration, installation and fault-finding. Well versed in many software applications and always keen to learn new packages. Experience with training personnel in computer usage and software, in addition to testing and evaluating software and hardware packages. I have also planned and presented a delta update training video for use by customers. Extensive programming experience with OPL (an enhanced form of Basic) including the design, writing of commercial programs and beta testing of commercial software packages. Also experienced in designing and creating WWW pages in HTML for commercial and private web sites. Very extensive experience in Technical Authoring from electronic components/boards, GSM Telephone Hardware and software, computer hardware and systems through to gas turbine engines. Familiar with many different specifications, ASD, SGML, S100D, ATA100, JSP 182/183, Simplified English (SE), AvP 70, MIL Spec, and AMTOSS. I was part of the team who created the original Simplified English dictionary and provided many of the definitions of word usage. A licensed radio amateur operator for many years with emphasis on digital and emergency communications (providing communications support for the Police and other emergency services).

Work Experience (Summary)

Technical Authoring since 1980 covering various types of building structures, avionics and electronics, computer systems from system to component level (including GSM cellular telephone system, Satcoms and ship systems) and gas turbine engines. Documents written include Procedural and Migration Documentation, Validation and Verification Documents, Aircraft Flight Manuals, User Manuals, Manufacturers Operating Manuals (Flight Manual Supplement), Maintenance Manuals, Component Maintenance Manuals, General Systems Manuals, Job Guides, User Booklets, Wiring Diagrams and Schematic Charts. Experience with on-aircraft verification of Avionic systems, documentation and comprehensive aircraft acceptance tests. Later work covered the use of various tools including Robohelp to produce on-line, winhelp and html documents including

context sensitive help. I'm often taken on to troubleshoot projects that have run into problems and require sorting out accurately and within a specific timeframe.

Position 31

Contract Staff – Government Contractor near Reading (Security Cleared)
Technical Author – Sitec - Nuclear
June 2012 – Current
Contract to produce word documents defining operational processes and detailed specifications.

Responsible for the creation of the process definition documentation describing the new corporate wide way of working for the production planning department, this covered forecasting, manufacturing and materials management processes. On completion of the project documentation and guides, I moved into the Major Projects Office and worked on the completion of Project Specifications and Verification, Validation Requirements Matrix (VVRM) Reports. Later work covered writing maintenance instructions for various building and process services. Also responsible for determining the number of documents needed, tracking project progress using a spreadsheet (down to AMS item levels) and sending reports to management including graphs and textural information. Responsible for designing and creating an order book spreadsheet with some clever macros to calculate priority of tasks depending on a large number of variables. Official writer and subject matter expert for the corporate launch of drone operations, responsible for writing operating manuals for the CAA approval (I'm already a CAA licensed drone pilot) and the on-site procedures.

Position 30

Contract Staff – BAE Systems - Telford (Security Cleared)
Telford – Editor – Morson
June 2011 – June 2012
Contract to produce XML Datamodules for the Terrier tracked vehicle.
Keywords – SGML XML Datamodules S1000D Arbortext CSDB Framemaker.

Responsible for the editing (Technical Contents and SGML format) of the Datamodules (document chapters) for the terrier tracked vehicle. Datamodules in XML edited and corrected as required in the CSDB (common source database). Initially taken on as a Technical Author I was on the second day asked to join the editorial team which I accepted. I was involved in CSDB work assignment, import and export, XML manipulation using scripts and the creation of Trilogi output and troubleshooting. Also responsible for the analysis of work progress, manipulation of spreadsheets and data using scripts and generating management reports.

Position 29

Contract Staff – Airbus UK (Security Cleared)
Filton - Bristol – Technical Author – Altran-XYPE/Austin Fraser
October 2010 – April 2011
Contract to produce report for the IT department.
Keywords – Report writing, information gathering.

Responsible for creating and editing an internal report and documents for the IT department.

Position 28

Contract Staff – Babcock (Security Cleared)
Ashton Gate - Bristol – Technical Author/Editor - Sitec
Apr 2009 – Oct 2010
Contract to produce Datamodules for the Astute class of Submarine.
Keywords – SGML Epic Contenta Content@.

Responsible for creating and editing datamodules for the Astute class of submarine covering various weapon systems. Responsibilities included incorporating amendments from design engineers and subject matter experts and maintaining/importing datamodules into the contentat document management system CSDB. Also responsible for writing scripts to validate SGML documentation (to ensure correct SGML and formatting), and configure the CSDB. Also responsible for the delivery output, dispatch and maintenance of the DMRL.

Position 27

Contract Staff – Airbus CIMPA (Security Cleared)
Filton – Project Technical Author - Recart
Nov 2008 – End March 2009 (Fixed Term Contract)
Contract to produce Design Manuals for Liebherr.
Keywords – Landing Gear Design Manuals Airbus Liebherr.

Responsible for creating a suite of Design Manuals for Liebherr who supply the nose landing gear to Airbus. Work involved obtaining design information, procedures and processes and producing finished design manuals including diagrams for approval by the client.

Position 26

Contract Staff – BAE Systems (Security Cleared)
Filton – Senior Technical Author - Morson
Oct 2007 – September 2008
Contract to edit and manage suite of Manuals for Type 45 Destroyer Datamodules.
Keywords – Word, Navigation, Communications, Scripts.

Responsible for editing and managing various work packages on the type 45 destroyer, put out to sub-contract companies, reviewing documentation for electronic systems and evaluating documentation for various weapon and electronic systems. Many of the systems were similar to aircraft avionics, navigation, gyros, compass, compass repeaters, radar, IFF in addition to gunnery and weapon control. Also responsible for script programming to greatly reduce the department workload, with some clever manipulation of spreadsheet and text data allowing huge savings. Various scripts were created for many different tasks, producing SGML documents from data, extracting spreadsheet information and other time/cost saving tasks. This work was carried out using Adept and the data-modules stored in the Aquired database, iLog and an eagle database were also used. Some of the work involved processing modules outside the database and then re-inserting them into the database and fixing all of the problems to allow modules to be put back into the database. Also responsible for repairing datamodules supplied by external agencies so that they could be imported into the database, this involved a lot of manipulation of modules, codes and structure to ensure no parsing errors during the database import cycle. Another task was to create the master spreadsheet for the DMRL, this included a lot of clever error trapping and other useful functionality.

Position 25

Contract Staff – EADS/Astrium (Security Cleared) - Fircroft
SGS Oakhanger – Office Manager/Senior Technical Author
Oct 2006 – Oct 2007
Contract to create AESP / JSP Suite of Manuals for Satcoms.
Keywords – Word, Satcoms, Skynet 5 - Reacher.

Responsible for managing the office and creating military specification documentation for a satellite ground station and mobile satcom (Reacher) units, tasks include setting up new users and training on the PC systems, providing subject matter expertise and experience on the satcom systems and dealing with IT problems. Also responsible for creating and maintaining the framemaker templates, documentation management, producing the final delivery PDF documentation and for the supervision of the authors/illustrator and compiler at the remote station. The topics I wrote covered all aspects of the systems, modems, crypto units, GPS, databases, servers (including rebuilds), software updates and recovery, starting the system including booting each devices and getting the system online.

Position 24

Contract Staff – Airbus UK (Security Cleared) SGS-TPS
Filton Bristol – Landing Gear Handbook Editor/Manager
Dec 2004 – Oct 2006
Contract to edit and manage a Landing Gear Systems Handbook and Website.
Keywords – Word, Landing Gear, Avionics, Website, Processes.

Responsible for coordinating and editing the Landing Gear Systems Handbook containing all the companies knowledge on designing a landing gear system, including processes, mechanics, dynamics, modeling and avionics systems. A large section of the handbook covered quality control and processes. When I took over the project I managed to publish the handbook in 3 months, the previous person in the position had not managed a publication in a much larger timescale (the hard copy was 500 pages plus), 3 months later I designed and published the handbook website on a secure area on the Airbus corporate website. Work involved the investigation into security products, search engine and the implementation of those products. The handbook was for new starters allowing them to enter the design field running, or for existing staff to check on design engineering concepts. Initially produced in hardcopy format to upper levels of design, management and research the document content was also made available on a very successful company wide website.

Position 23

Contract Staff – GKN Westland (Security Cleared) - Wynnwith
Isle of Wight
Nov 2004 – Contract to create various company documentation products.
Keywords – Word, Maintenance Manual, Procedures, Avionics.

Responsible for creating various aircraft related avionics and electrical documents and a fair amount of statistical spreadsheet data analysis and project monitoring.

Position 22

Contract Staff – Flight Refueling Aviation (Security Cleared) - Matchtech
Bournemouth International Airport
Jun 2004 – Oct 2004 - Contract to create Maintenance Manual information for the Falcon 20 fleet.
Keywords – Word, Maintenance Manual, Procedures, Avionics GPS, Navigation.

Responsible for creating maintenance manual updates covering the Falcon 20 and Dornier special military role aircraft. Work covered gathering information from various sources and generating texts for the maintenance manuals, covering maintenance, operation, testing and removal/installation information. Systems covered were radar, navigation, EFIS, GPS, ACARS, and various military systems.

Position 21a

Contract Staff – HQ Land (ARMY) - Parity
Army Headquarters UK – Wilton and Brecon
Apr 2004 – May 2004 - Extended Contract to provide floor walking and desktop support
Keywords – Floor Walker – Helpdesk – Trainer - Windows XP, Office 2003, AWOW, EDMS etc.

Responsible for providing floor walking technical and instructional support for the migration project to users based in Wales, this was an additional extension to Position 21. Work involved user support and training in the use of Windows XP and office 2003 products, and AWOW (Approved Ways Of Working) which is a set of UK Wide operational procedures for electronic file management, naming and content control in preparation for the new 'freedom of information' act. Responsible for the setting up of sharepoint work areas and documentation management systems. The position also required setting up user accounts, installing software, printers, internet gateways, configurations and profiles, troubleshooting and hands on training.

Position 21

Contract Staff – HQ Land (ARMY) - Parity
Army Headquarters UK - Wilton
Jan 2004 - Mar 2004 – Contract Extended three times to produce additional documents
Keywords – Technical Author – Windows XP and Office 2003 Guides & Manuals

Responsible for writing user guides and instruction documents for new users to Windows XP and Office 2003 (with sharepoint running with Active Directory) – including best practices (operational procedures) and training material – also covered the subject 'Freedom of Information' which is coming into the forefront of business early next year. Additional work involved Electronic Working Procedures (EWP) and Electronic Documentation Management Systems (EDMS), SharePoint for example. Undertook a substantial amount of work as a sharepoint developer in preparation for the roll-out. The user's guide was scheduled to be distributed very widely in the UK Army as the main user documentation. Contract extended 3 times in addition to the floor walking support role – Position 21a.

Position 20

Contract Staff – Specification Author - Matchtech
Vosper Thornycroft - Southampton
Feb 2003 - Jan 2004 – End of Contract
Keywords – Technical Author – Specifications, Electrical, Weapons

Responsible for producing ship refit specifications covering various ship equipments and systems.

Position 19

Contract Staff – Short Contract – IPC/Documentation Author - TPS
Smiths Aerospace - Cheltenham
October 2002 – January 2003 - end of contract
Keywords – IPC – Documentation, Avionics instrumentation

Responsible for producing IPCs (Illustrated Parts Catalogue) for various flight related instruments and systems. Security Cleared.

Position 18

Contract Staff – Short Contract – Senior Documentation and Procedure Author
Clear Channel - Woking
June 2002- September 2002 - end of contract
Keywords – Documentation – online help - webdesign

Responsible for documenting various software packages produced by the company, included investigation and the creation of hardcopy and online help products. Also responsible for evaluating a single source documentation and help creation package Author-IT, and then learning the package, setting up the templates (Prince2) and training other staff in the used of the package. Also responsible for the creation and management of an electronic document library and instigation of a document control system.

Position 17

Contract Staff – Short Contract – 3rd Line Help Desk Support and Documentation – Spring IT
Barclays – Poole – Corporate Headquarters
December 2001 - March 2002 - end of extended 2 month contract
Keywords – Helpdesk, Procedure, Migration, Documentation

Responsible for documenting the corporate migration from CC:Mail to Exchange and Outlook 98. Responsibilities included working closely with the IT support people to investigate the procedures to migrate pilot users from CC:Mail to Exchange and Outlook 98 with a view to the corporate migration of over 300 users and large quantity of emails and secure essential data. Responsible for investigating procedures, writing all documentation, including detailed user guides and training the users where necessary in the new software. The migration was critical to the banks business and involved moving critical data between servers and formats without data or revenue loss. The project involved very tight schedules and the ability to work alone or as part

of a team of IT specialists as required. Knowledge required to create the documentation included NT Servers, data formats, migration techniques, data recovery and many other IT functions. When I had completed the procedures and test migrations had been carried out – I assisted in the migration procedure at system admin level – responsible for creating new accounts, installing software, migrating data and configuring post migration services. Also responsible for providing post migration – floor walking support (on-floor helpdesk) and giving training presentations to users.

Position 16

Contract Staff – Short Contract – Software Tester and On-Line Help Developer
Primayer Aqua Technology Solutions
October 2001 - December 2001 – end of extended 2 month contract
Keywords – Software Testing, Robohelp, Help Translations

Responsible for the testing of a software product and the design and production of the technical hardcopy manual and on-line help. Extensive testing was carried out of the software – checking all functionality with the appropriate hardware. Help designed using Robohelp and distributed on CD with the software. Also responsible for managing the translation of the Software into Italian, French, German, Czech, Polish and Swedish including the compilation of the translated help files. Also suggested the use of a database and scripting programs to manage future software translations so saving a lot of time, effort and money in the future.

Position 15

Contract Staff – ILS CMM Engineer – Logistics Support and Component Maintenance Manuals - TPS
Smiths Industries - Cheltenham
October 2001

Contracted to write component maintenance manuals, 9 days completed but contract terminated (along with 4 others) due to sudden cutbacks in aircraft industry as a result of events in the USA.

Position 14

Contract Staff – Senior Technical Author
Lucent Technologies (Bell Labs Innovations)
February 1999 – September 2001
Keywords – on-line help, internet based delivery, CD Interfaces, Robohelp Training, Supervision of staff, Webdesign and Maintenance and Software Testing. GSM, UMTS, GPRS, HTML, Graphics, PDF Creation.

Responsible for the production of on-line help (winhelp from robohelp) and web delivered documentation for publication with software packages covering GSM/UMTS and the beginning of the 3G mobile network maintenance and computer systems. Also responsible for producing SGML source documents for various output types including exporting to web and on-line formats. Documents produced were creating using 'Information Mapping' techniques and written in SGML using a standard company developed DTD. Responsible for testing a new publishing platform for generating various types of output (HTML, PDF & Dynatext) from SGML source data. Also responsible for designing and creating several department websites and a specific intranet website for a customer to load onto their intranet. Work involved being responsible for the technical side of the website along with the graphic design and layout and the programming on the hard code HTML. Work also involved supervising other members of staff working on the projects I was responsible for and the overall planning and monitoring of various projects. Side responsibilities included maintaining the department software and networked PCs, administering software on new PCs or rebuilds and various liaison duties between the documentation department and the computer IT department. Software authoring was done with direct contact with the developers in Germany and India and I was responsible for all the project on-line help and the testing of the integration of the help with the final software.

Position 13

IP Developer (Technical Author) (Staff Employee)
Motorola Strategic Support Services - Technical and Education Division.
August 1996 – January 1999

Responsible for the production of technical manuals to a very high specification covering the GSM and UMTS mobile phone system - base stations and Operations and Maintenance Center (OMC). Publications were produced by direct entry into Interleaf (version 6) running on a large UNIX network. Final documents were output in hard copy and interactive CD-ROM versions. Extensive knowledge in the GSM digital phone system and base station control (including hardware and software). Also considerable experience in using "information mapping", which was a relatively new method of information gathering and presentation. Attended various comprehensive GSM training courses for engineering staff, covering the configuration, set-up and installation of base site equipment. Also responsible for creating/maintaining web site pages and on-line help documentation. Also experience with creating and maintaining an information web site for Motorola Personnel. I was also involved in planning and presenting a GSM OMC delta update training video, including the review and editing of the final video for dispatch to customer.

Position 12

Senior Technical Author (Staff Employee)
AIM Aviation (Jecco) Ltd.
February 1994 - August 1996

Senior Technical Author Responsible for the production of various manuals covering the equipment fitted to rotorcraft and passenger aircraft. Also responsible for managing and using a computer network system running Interleaf TPS 5.2.1.1. on Digital VAX VMS network cluster.

Position 11

Technical Author (Fixed Term Short Contract)
Microturbo Ltd, Fareham
January 1994 (End of contract)

Responsible for troubleshooting and recovering to draft stage a maintenance document for a gas turbine engine powering a starting system that was found to not be progressing as the company would have liked. Work required investigation, checking and re-drafting to a very tight schedule to produce the required documentation for delivery to a customer. Documentation created covered disassembly, cleaning, testing and assembly of a gas turbine engine.

Position 10

Senior Author / Company Representative (Fixed term contract)
Bournemouth Area
November 1993 (End of contract)

Responsible for attending a high-level project management and status meeting between a prime contractor and a vendor. This short contract required rapid familiarisation with the company's products and the ability to discuss the progress of the project with management and prime contractor. Responsibility included decision making on the future workload and management of the project.

Position 9

Avionics Publications Engineer (Extended Contract - Premmit)
BAe Prestwick, Scotland
July 1991 - November 1993 (End of contract)

Responsible for the writing, editing and technical vetting/validation of Chapter 22, 23 and 34 avionic documentation. Systems covered include Long Range Navigation (Satnav-GPS), Air Traffic Control (ATC), Autopilot, EFIS, Flight Director, AHRS, DME, & VHF Communication. Work involved writing and detailed checking of drafts for technical accuracy Simplified English (SE) & AMTOSS. Also responsible for the writing and editing of the Manufacturers Operating Manual Volume 4 (Flight Manual) for the complete aircraft

(including Avionics) on the Jetstream 41. Tasks also included the training of new personnel to work on the Flight Manual and Manufacturers Operating Manuals (MOMs). This position also required a lot of validation work and technical signoff for which I was responsible.

Position 8

Avionics Technical Author/Editor (Contract - Interengineering)
Amsterdam, Netherlands
January 1991 - April 1991 (End of contract)

Responsible for the Editing (technical content and format) of documentation produced by two Authors, including teaching the use of WP and desktop publishing software for document production. Other responsibilities include technical checking, format checking, liaison with customers and the writing of various documents for the Fokker 50 and Fokker 100 avionic systems.

Position 7

Avionics Specification Engineer (Contract - Interengineering)
Fokker bv, Schiphol, Netherlands
October 1989 - December 1990 (End of contract)

Responsible for writing detailed in depth aircraft customer type specification documents (used in conjunction with a purchase agreement) describing the operating capabilities and equipment fitted to customised Fokker 100 passenger aircraft. This contract required outstanding responsibility and very accurate work to ensure absolute integrity of documentation produced. Information covering all aircraft systems and equipment for incorporation into documents was obtained from drawings, Vendor CMMs, modification notices and close liaison with design and shop floor personnel. Subjects covered were: Flight Control and Management (EFIS, AFCS & FMC) Digital Flight Data Acquisition & Recording (DFDR), Digital data link (ACARS) and TCAS.

Position 6

Tech Pubs Computer Systems Manager /Avionics Technical Author (Contract - Premmit)
Pilatus Aircraft, Stans, Switzerland
September 1986 - September 1989 (End of contract)

Data Processing/Network Manager. Responsible for testing new Computer network and software systems suitable for producing publications, the management of a document (DTP) network system and the testing / installation of department software and personnel training. Personally designed the first documentation network system and installed it, setting up a lot of batch files to manage the system and users. I designed and created a menu system for all the 'early computer' tasks that were needed, ie loading fonts to printer s before printing, menu systems to start software etc etc.

Responsible for writing aircraft flight manuals with close liaison with the flight department and company pilots for the gathering and verification of data. Extensive use of DTP equipment was made to produce camera ready copy direct from laser printer.

Responsible for writing job guides and technical overhaul / maintenance manuals for the PC-9 advanced turbo trainer aircraft using a personal computer network system for direct entry and formatting of information. Subjects covered Communications, VHF, UHF and audio control and distribution. Navigation, AHRS, DME, ILS, TACAN, and measuring and warning systems. Electrical system, generation, control and distribution. Indicating and recording systems. Other responsibilities included writing documentation for the sales department and proposal documents for customers.

Position 5

Avionics Technical Author (Contract)
Mapline Engineering, Dorset, England
June 1985 - September 1986 (re-employed - see employment 3)

Responsible for writing JSP military standard manuals, ATA 100 civil aircraft manuals and for the organisation and co-ordination of publications and authors for a military database system. The work included editing,

standardising format and verifying technical content of work. Also responsible for the writing of Satcom technical documentation covering the description and operation of the RF subsystem of a military satellite communication ground station. Information for the project was collected from drawings, engineering personnel and required on-site system investigation.

Position 4

Technical Author Hardware/Software (Staff)
Factron Schlumberger - European Headquarters, Ferndown, England
March 1985 - June 1985 (Staff reductions)

Responsible for writing technical manuals for computer controlled test equipment to a camera ready format. Manuals produced provided detailed operating information for the ATE operators and programmers creating new test programs. Responsibilities included supervising print room staff, production of hard copy manuals and operation/maintenance of print room machines.

Position 3

Avionics Technical Author (Contract)
Mapline Engineering, Christchurch, England
January 1985 - March 1985 (End of project)

Responsible for writing technical documents for the BAe 125 & 146 aircraft. Experience includes writing component maintenance manuals describing detailed component level descriptions for the digital and analogue circuits providing timing, controlling and logic sensing functions for avionic systems.

Position 2

Avionics Technical Author (Staff) (at age 21, one of Europe's Youngest Authors)
Fokker bv, Schiphol, Netherlands
October 1983 - January 1985

Responsible for writing ATA 100 standard maintenance manuals for F27, F50, F28 and F100 aircraft. Systems covered included DF, homing, direction finding, audio control and distribution, communication, ACARS digital datalink, and flight control monitoring. Also responsible for training and supervising new authors and contractors joining the company. Very involved with 'Simplified English' and the creation of many of the word definitions.

Position 1

Technician Apprentice (Electronics)
BAe (Hurn), Christchurch, England
September 1979 - October 1983 (Closure of factory).

Technician engineering and electronics apprenticeship – 4 years.

Hobbies Interests

Hovercraft Pilot
CAA Approved Commercial Drone Pilot (with night permissions)
Ex-Private Pilot
Amateur Radio (City and Guilds) – Voluntary Emergency Communications Specialist for the Emergency Services
Computing
Radio Controlled Helicopters and Aircraft

Security Contact

Current (SC) security clearance – Valid to May 2022.
On request.