

## Lead Contract Writer

# ROBERT SMITH

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## Objective

A results-oriented and confident Technical Writer with many years of experience in technical writing and audio-visual training. Have solid experience in writing for software applications and heavy equipment. Have a keen ability to gather information from multiple sources. A true team player and leader, collaboratively working with the staff at all levels.

## Skills

Writing, Editing, SEO, Localization, Producer, Management Experience, Public Speaking.

## Work Experience

### Lead Contract Writer

**ABC Corporation** - June 2011 – December 2012

- Created a service manual for Vibratory Roller as a contract writer for the Integrated Solutions Group.
- Gathered material for service manual from photographs, Operators Manual, Parts Manual, hydraulic and electrical schematics.
- Developed a troubleshooting chart and then wrote service procedures.
- Coordinated art for service manual from photographs and parts manual.
- Served as the Marketing Managers right hand in creating an effective website for the firm.
- Wrote and edited over 200 attorney biographies.
- Wrote substantial content for the About Us page.

### Contract Writer

**Delta Corporation** - 2008 – 2011

- Present This position requires exceptional writing skills and the ability to piece together information, or contact appropriately.
- Execute contracts for the following departments Online, Commercial, and Live Events which included contacting the bidder to confirm all data.
- Also reached out to the buyers agent to confirm data was correct.
- Registered bidders for live events and assisted with data entry from the registration forms which populated on the contract for all winning bids.
- Write smart, snappy email copy to drive engagement and action with brands, agencies and creators.
- Develop copy for our evolving B2B marketing site that helps our audiences understand Pinterest's audiences, products and best practices.
- This is Dummy Description data, Replace with job description relevant to your current role.

## Education

B.S. in English and Speech - (Iowa State University)