

# ROBERT SMITH

## Documentation Analyst

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Seeks to obtain a Documentation Analyst position that allows for professional growth in both technical and software areas.

## EXPERIENCE

### Documentation Analyst

#### Texas Instruments - 1999 - 2020

- Development and maintenance of customer documentation for IP Phones, Residential Gateways, Digital Signal Processors (DSPs), and System on a Chip (SoC) semiconductors.
- Designed, wrote, and produced large-scale FrameMaker books for hardware and software.
- Planned and executed a single-source strategy allowing the production of multiple semiconductor Data Manuals from a common source file repository to maximize reuse.
- Researched, promoted, and implemented collaborative review methodologies using Adobe Acrobat.
- Managed multiple projects in a fast-paced, deadline-driven environment with changing customer-based priorities.
- Led a team for major product line documentation development.
- Produced Functional Specifications and Release Notes for software releases and maintained software API documentation.

### Documentation Analyst

#### Delta Corporation - 1996 - 1999

- Administered reviews for subprime loan contracts and used independent analysis to meet Federal Regulation Standards.
- Partnered with Credit team, Sales team and Dealers for funding inefficiencies.
- Conducted quality audits on prior day "booked" contracts/loans.
- Develop, set-up, and provide maintenance, language review, write specifications, develop business rules, identify variables, map to database sources, .
- Contract position with Randstad Staffing.
- Collaborated with subject-matter experts to accurately accomplish technical writing initiatives - Wrote intelligible standard work and training .
- Reviewed and recorded lease documents, invoices, credit forms, and approval notes Computed credit terms, discounts, shipment charges, and rates for .

## **EDUCATION**

- Communications - (Frederick Community College)

## **SKILLS**

Technical Communications.