

## Portfolio

**NOTE:** All technical or corporate writing we have done is confidential and proprietary to the corporation owning the product or service. Due to Simply4's confidentiality agreement, we are not free to put examples of this work into the public domain. We do have rights to show samples of the work in hard copy format in a meeting or interview setting as long as no material is distributed in any manner.

		
<p><a href="http://www.cae.com/mining/">CAE Mining</a> http://www.cae.com/mining/</p>	<p><a href="http://www.cae.com/">CAE Electronics</a> http://www.cae.com/</p>	<p><a href="http://gedigitalenergy.com/">SNC-Lavalin ECS</a> http://gedigitalenergy.com/</p>
		
<p><a href="http://quatric.com/">Quatric Solutions Inc.</a> http://quatric.com/</p>	<p><a href="http://quatric.com/">Interpro Consultants</a> http://quatric.com/</p>	<p><a href="http://electrika.ca/">Electrika</a> http://electrika.ca/</p>
		
<p><a href="http://thisisyourstory.ca/">This is Your Story</a> http://thisisyourstory.ca/</p>	<p><a href="http://www.readersdigest.ca/">Sélection Reader's Digest</a> http://www.readersdigest.ca/</p>	<p><a href="http://www.cgi.com/en/utilities">M3i Systems Inc.</a> http://www.cgi.com/en/utilities</p>
<p><a href="#">Training Material</a></p>	<p>Speaks&amp;spells Publishing <a href="#">Vanity or Author-sponsored press</a></p>	<p>Documentation Resource <a href="#">Consultant</a></p>
<p><a href="#">Medical Writing</a></p>	<p><a href="#">General Writing and Editing</a></p>	<p><a href="#">Marketing Documentation</a></p>

## Technical or Corporate Writing

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### **CAE Mining Inc.**

#### **Technical Writer, Editor, Training and proposal support, 2012–current client**

Division of CAE Inc. producing software and hardware (mining vehicle simulation training solutions) to mining companies worldwide. Simply4 began with a full-time, three-month contract and continues to work on call focusing on the documentation needs for the Simulation group.

### **CAE Electronics Inc.**

#### **Technical Writer, Documentation Manager, 1997–2000**

I began working at CAE's Energy Control Systems division on a four month contract, obtained upon my experience at M3i Systems Inc. working on similar systems to write user and technical documentation. The state of ECS division of labour at this point was to have engineers rather than professional writers produce documentation. This was problematic in getting those involved in planning, coding, and implementation free to also write the documentation. As well, the boilerplate content for these documents was seriously outdated and not as usable as could be.

After my four months were up, I was asked to stay on as a permanent writer. In January of 1998, I proposed the development of a team of writers that would bring the ECS Documentation into line with competing standards of the time. This suggestion was readily accepted and the team grew exponentially, encompassing the ECS Tech Pubs division and modernizing working models: programmers program; writers write.

### **CAE Inc.**

#### **Courseware project (3-month contract, 2014)**

Creating rough content obtained from SME's to be delivered to courseware developers for aviation training. Accelerated time frame with immovable deadline. Simply4 provided three writers to this project.

### **SNC-Lavalin ECS**

#### **Documentation Manager, 2000–2004**

In June of 2000, SNC Lavalin acquired the Energy Control Systems (ECS) Division of CAE Inc. as a going concern. I retained my position with the firm with additional responsibilities resulting from our detachment from CAE.

The department wrote user manuals for complicated energy control systems as well as published engineering documents. Our group was responsible for maintaining document control, producing large-scale technical proposals, creating marketing copy, brochures, and sales support material, creating hardware documentation, graphics, and illustration, as well as Web-site creation, and printing and photocopying services.

I acted as Editor-in-Chief setting writing policy and standards. I worked extensively on project documentation requirements and document design. I set in place a process-oriented system of document production.

I reported directly to the Vice-president of Finance and Services. It was my responsibility to estimate documentation costs for existing projects and proposals, schedule documentation projects and deliveries, and perform employee performance appraisals and salary reviews, hiring, and training.

The following is a brief description of the work I've produced or contributed to:

#### **Hardware Documentation**

User Manual for a mobile PC for PC Mobile, Installation Guide for Gage Systems Inc., Hardware Maintenance Manual for ECS, Database Catalogue of all third-party and original equipment manufacturer.

### **Software Documentation**

End user manuals for M3i product line, End user manuals for CAE/SNC-Lavalin ECS product line, On-line documentation.

### **System Documentation**

System administration documentation for CAE/SNC-Lavalin ECS, Test documentation, Design documentation, Statement of work.

### **Proposals**

Within a short span of time from the department creation, Proposals became an essential component of the Documentation Group. We worked closely with the Sales and Proposal teams to coordinate, edit, produce, publish, and release proposals. Our mandate then included a revamp of the existing boilerplate material copied from one proposal to the next to a systematic creation of new proposals from a single-source generic document, continuously maintained to ensure all new development was integrated into the Master document. This process allowed proposals to be created more efficiently and effectively, and, as all the content had been professionally edited by the Documentation Group, the literacy level was sufficient to ensure the client clearly understood our product and services as well as the strength of our offerings.

### **Training Material**

Presentations and manuals, tutorial material, training packages; I produced class material for both technical writing and English grammar and composition courses given by me.

### **Corporate Documentation**

System Descriptions; Company Profiles; Customer Reference List, In-house templates and administration documents; Website, brochures, posters for tradeshow.

### **Standards**

Documentation Process CAE/SNC-Lavalin ECS; In-house Stylebook CAE/SNC-Lavalin ECS as well as Jaykin and for M3i contracts, ISO Quality Procedures SNC-Lavalin ECS.

### **Documentation Programs**

Analysing the requirements for and overseeing the production and delivery of documentation for large-scale international projects.

### **Document Design**

Requirements, Layout and Format, templates and boilerplates, researching IEEE, CSA standards, or other international standards.

### **Electrika, Simply4**

#### **Marketing copy, corporate branding, graphic design, writing, editing, translation.**

An Electrician company with over 20 years' experience specializing in the home electrician industry. Simply4 has a long-standing relationship with this company to service all their print and marketing needs.

### **Quatric Solutions Inc.**

#### **Technical Writer/Proposal Writer and coordinator since 2013**

An engineering outsourcing firm providing consultants primarily in the utility sector. Simply4 works to provide proposal support wherever and whenever the need arises.

## **Interpro Consultants/Utilicase**

Quatric Solution came out of the early companies Interpro Consultants and Utilicase. These companies were rebranded but functioned as both a supplier of engineering consultants and for the development of an Asset Management software package. Simply4 worked as a technical writer, setting up the documentation team with standards and templates and then applying this structure to produce the software documentation.

### **M3i Systems Inc.**

#### **Editor, Technical writer**

I worked at M3i Systems Inc., a software development firm, for three years in the capacity of a copy editor, technical editor, and technical writer simultaneously. Like ECS, M3i creates energy control system software. I began at M3i when the company was just starting out and that gave me the opportunity to design documentation in terms of content, format and layout, templates, and process

## **Training Material**

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### **Multi Pro Plus**

<http://multiproplus.com/en/>

Simply4 worked on large scale presentations used for teaching insurance adjustors the scope of the work performed by the disaster-recovery company Multi Pro Plus. We also worked on equally large training presentations for instructing and certifying employees working in this industry.

### **CAE Mining**

<http://www.cae.com/mining/>

Within the scope of Simply4's mandate for Mining, we edited all training material prior to its final use in PowerPoint or as e-learning courses.

## **Marketing**

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### **Lucie Woods, SalesPartners**

<http://salespartnersbc.com/>

Marketing copy—business cards, business plan, corporate and personal profiles.

### **RJ Spenser Group**

<http://www.spencer-group.ca/>

Marketing copy—branding, Website content and site, brochures, profiles.

### **Kalman Samuels**

<http://www.kalmansamuels.com/>

Marketing copy—rebranding, Website content and site, profiles.

### **This is Your Story**

<http://thisisyourstory.ca/>

Marketing copy—branding, business cards, brochures, profile, Website content and site.

**Rosanne Baatz**

<http://www.rosannebaatz.com/>

Marketing copy—branding, initial Website content and site, profile.

## Documentation Resource

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As a Documentation Resource, I am able to conduct an appraisal of currently operating documentation system and provide recommendations for improvement, set up services, document design applicable to international standards, staff training. I am available to put these recommendations into place working with or hiring new staff as required.

Some of the resources I provide

- Creation of documentation department
- Policies and Procedures
- Documentation Process
- ISO Standards for Documentation
- Writing Standards
- Documentation Design
- Editorial Policy
- Document Life-cycle
- Style and Usage Guides

## Speaks&Spells

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Under Simply4's banner, I run speaks&spells publishing, a small press publishing company specializing in author-sponsored works. The following is a list of our published works.

Gyulai, Anne. *Collected Essays*. speaks&spells publishing: Montreal, 2006

Balas, George. *Homecoming: A Memoir*. speaks&spells publishing: Montreal, 2006

Belanger, Marjane. *A Magical Harmony*. speaks&spells publishing: Montreal, 2007

Schwartz, Peter. *From World Traveller to Bridge Expert: A Glimpse of My Life*. speaks&spells publishing: Montreal, 2008

Pavlasek, Jana. *Affectionately, Lois*. speaks&spells publishing: Montreal, 2011

Rabow, Ken. *The Slacker's Guide to Success*. speaks&spells publishing: Montreal, 2012

Moolenbeek, Nick. *The Missionary Letters*. speaks&spells publishing: Montreal, 2015 (pending)

## Medical Writing

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### Hospitals

#### Montreal General Hospital~Lachine General Hospital~Queen Elizabeth Hospital

I worked as a registered nursing assistant for 14 years in three accredited institutions in Montreal. Throughout my career in nursing I served on Procedure Committees, In-service Teams, and presented case studies at Nursing Grand Rounds. The mandate for this work was to educate the nursing staff on new practices and to provide a continuing deepening of patient cases from a nursing perspective.

## General Writing and Editing

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### L'Associazione Ricreativa Mammola

#### Writer, editor, publisher

L'Associazione Ricreativa Mammola is a spiritual and cultural association in Montréal made up of a group of émigrés from Mammola, Italy. They have for many years dedicated themselves to acts of charity. Simply4 was involved for five years in the annual golf tournament to raise funds for Sainte-Justine's Hospitals Ophthalmology Unit. We wrote letters and speeches, wrote and published a beautiful booklet to be distributed at the event, and created posters. Simply4 worked pro bono for the association.

### LinguScience

#### Desktop publisher, English-language editor

Working closely with Sonia Gouin owner of LinguScience, I review documents that have been translated, edit the translation and publish the documents into usable documents, instruction sheets, or user guides.

[http://www.linguiscience.com/index\\_e.php](http://www.linguiscience.com/index_e.php)

### Formac Publishing

#### Managing Editor

\_\_\_ *ColourGuides: Montreal & Quebec City, 4th edition.* Ed. Susan Hargrove. Formac Publishing: Halifax, 2008

I acted as managing editor for this book for Formac Publishing. It required hiring writers to edit and update previous copy, managing their contracts, ensuring the copy met the publishing standards for the ColourGuides and reflected both cities in an appealing and informative manner. This project was produced on time and within budget.

<http://www.formac.ca/Series/5/Colourguide-Travel.html>

### Reader's Digest Magazine

#### Copy Editor

I was employed as a copy editor for the copydesk department that was responsible for the monthly English-language Canadian issue of the Reader's Digest Magazine. I obtained the job based on my previous writing and editing experience and my ability to start immediately and work up to speed with an experienced team of professionals.

<http://www.readersdigest.ca/>