

PO Box 554  
Newton, UT 84327  
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# Susan Jelus

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## Summary

A skilled writer with 25 years of experience designing, writing, editing, and managing technical publications, training programs, promotional materials, and literature; a music and community leader who has worked with children, senior citizens, and urban neighborhoods

## Skills

- Technical writing, editing, and online help authoring
- Training program analysis, design, development, and delivery
- Education evaluation, analysis, and practice
- Audio and video script writing and production
- Advertising design, writing, and production
- Radio and television advertising
- Department, team, and project management
- Website design
- Proficient in the use of Microsoft Word, Excel, PowerPoint, Visio, Publisher, Adobe Acrobat, Framemaker, Photoshop, InDesign, ESRI ArcGIS, Robohelp, and HTML

## Education

2002-2004                      Wright State University      Dayton, Ohio  
Graduate Studies in Special Education

1970 - 1974                      Miami University                      Oxford, Ohio  
B.A. in English with emphasis in Writing

## Employment

2013 – Present      Thermo Fisher Scientific      Logan, Utah  
Technical Writer, Bioprocessing Production Division

- Creation of publications about products used by pharmaceutical companies in the production of cell cultures and vaccines

2011-2012      Science Applications Int'l (SAIC)      Dayton, Ohio  
Technical Writer, Intelligence and Surveillance Division

- Developed user manuals and technical publications for video image collection products used by U.S. military agencies.

2008 – 2011      Space Dynamics Lab      Utah State University  
Technical Writer, Information Reconnaissance Division

- Developed user manuals, online help, and technical publications for image collection products used by military intelligence agencies.

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Employment (continued)	1995 - 2008	NCR Corporation	Dayton, Ohio
	Information Engineer III, Advanced Store Software Products		
	▪ Managed a department responsible for creating computer software information products including online help and training programs.		
	1986 - 1995	Reynolds and Reynolds	Dayton, Ohio
	Senior Instructional Developer		
	▪ Analyzed, designed, developed, and implemented training programs and materials for computer system end-users.		
	1984 - 1986	Sinclair College	Dayton, Ohio
	Technical Writer/Trainer, Administrative Computer Services		
	▪ Wrote manuals and provided training for computer system end-users.		
	1981 - 1984	Self employed	Dayton, Ohio
	Writer and Audio-Visual Producer		
	▪ Wrote and produced sound-slide and multi-image audio-visual presentations for clients such as Burroughs Corporation and Amtrak.		
	1979 - 1980	Cintas Corporation	Cincinnati, Ohio
	Marketing Services Coordinator		
	▪ Produced corporate advertising and promotional materials.		
	1975 – 1979	WCKY Radio/WLWT Television	Cincinnati, Ohio
	Traffic and Continuity Manager		
	▪ Managed radio advertising department including scheduling of air time and advertising materials, production of on-air logs, and billing.		
Accomplishments	▪ Writer/curator of museum exhibit at Utah State University, 2012		
	▪ Listed in Who's Who in America, 2001-2011		
	▪ Award of Merit, Society for Technical Communications, 1989		
Other training & experience	▪ Concert Producer/Promoter, Bridger Folk Music Society, 2014-		
	▪ Newton Utah Library Board of Directors, 2015-		
	▪ Treasurer, St. Anne's Hill Historic District Board of Directors, 2008		
	▪ President/Publicity Director, Dayton Mandolin Orchestra, 2005-2006		
	▪ Choral and Instrumental Music Director and teacher 1999-Present		
	▪ Editor and Publisher of A New Song, a literary journal, 1996-2003		