

Kay D. Dayss

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Objective and Summary

Produce polished, well-organized technical content. As the Editor-in-Chief of a relational database technical journal, I won two STC awards for Excellence. I have 23 years of successful experience as a technical writer/editor, and I have 6 additional years of successful experience as a systems consultant, trainer, and software application developer.

Achievements

- As a contract Technical Writer/Editor and Programmer Writer/Editor at Microsoft for 9 years in several contracts, I wrote and edited SDK, API, and online documentation for developer audiences. I worked on the Dreamcast SDK and Host Integration Server 2000. I designed and implemented an intranet site for COM researchers in Microsoft Research. I wrote the Microsoft Accessibility Guidelines. I helped the Microsoft Speech Server team convert from Source Depot to DocStudio. I worked on the documentation for the Team Foundation Server SDK, Xbox SDK, and Windows SharePoint Server SDK.
- As a contract Technical Writer/Editor at Nintendo for a year, I designed, wrote, and edited a 1000-page HTML-based SDK reference manual, marketing materials, and other online and printed manuals.
- As an FTE Technical Editor III and Content Manager at Microsoft for 5 years, I edited, rewrote, categorized, and managed over 4,000 Knowledge Base (KB) technical articles for Visual Basic, Visual C++, and C developers. I also created Web pages and learned SQL, Visual Basic, C, Visual C++, Windows programming, object-oriented programming, HTML, client/server, and Web design.
- While Editor-in-Chief at Microrim for 8 years, I won Excellence awards in 1990 and 1991 from the Society for Technical Communication (STC). Both years *R:BASE EXCHANGE Technical Journal* won **first place** in the periodicals category. As the Editor-in-Chief, I wrote, rewrote, managed, edited, and tested hundreds of articles and sample code fragments for developers, small businesses, and MIS departments.
- As a Systems Analyst, Programmer, and Consultant for 6 years, I designed, programmed, and documented custom relational database applications to meet customer needs. I also wrote custom systems documentation and user manuals that made my applications easy to learn, use, and maintain.
- Over the past 29 years, I've organized, written, and edited thousands of printed and online technical documents for software audiences including technical articles, newsletters, plans, grants, proposals, journals, training materials, manuals, compiled Help files, marketing brochures, and Web pages. Each publication achieved goals, met deadlines, and received rave reviews from readers.
- As a Senior Planner and MIS Director for 3 years, I managed a small staff for Wayne County's Employment and Training Office. I also wrote portions of federal grant applications that brought in over 70 million dollars a year in federal funds. I designed, developed, and delivered more than 50 seminars and workshops to train groups ranging in size from 5 to over 100 people.

Work History

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| Contract Tech Writer/Editor | Nintendo ('97-98), Microsoft ('98-'07), others ('01-'07) | 1997 - present |
| Tech Editor & Content Manager | Microsoft Corporation, Redmond, WA | 1991 - 1996 |
| Editor-in-Chief and Tech Writer | <i>R:BASE EXCHANGE</i> , Microrim, Inc., Bellevue, WA | 1984 - 1991 |
| Computer Systems Consultant | Micro Productivity Designs, Seattle, WA | 1981 - 1984 |
| Datafile Management Analyst | First Interstate Bank, Seattle, WA | 1980 - 1981 |
| Computer Systems Consultant | Condor Computer Corporation, Ann Arbor, MI | 1979 - 1980 |
| Software Systems Analyst | Oakland County, Pontiac, MI | 1978 - 1979 |
| Senior Planner & MIS Director | Employment & Training, Wayne County, Detroit, MI | 1975 - 1978 |
| Manager | Hruden Laboratory Products, Ann Arbor, MI | 1973 - 1975 |

Education

Bachelor of Arts from the University of Michigan in 1973 with emphasis on nonfiction writing; computer programming; political, social, and natural science; accounting; statistics; and survey research analysis.

Software and Technology Literacy

Microsoft Office Pro (Word, Excel, Access, PowerPoint), RoboHelp, Visio, FrameMaker, HomeSite, HTML, XML, XMetaL, Photoshop, Acrobat Pro, Visual Basic, .NET, C/C++, Java, InDesign, Web design, client/server, Windows 95/98/NT/2000/XP, Dreamweaver, OOP, Web portals, Web services, Host Integration Server, Speech Server, Team System, Windows SharePoint Server, DRM, CVS, SVN, Visual SourceSafe, Source Depot, DocStudio, Content Studio, Product Studio, MSTP, APIs, and SDKs.