LISA ANTRAM STEVENSON

TECHNICAL CONTENT DEVELOPER

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lastevenson.tech

PROFILE

Experienced Technical Communications professional producing, editing, and managing a wide range of documentation while working with subject-matter experts. Recent projects include content specific help files, user driven interactive forms, databases, and SharePoint sites utilizing HTML, CSS, JavaScript, SQL, XML, and XSLT.

EXPERIENCE

JCER, USSTRATCOM — Nellis AFB, Nevada
Technical Editor and Knowledge Manager — July 2022 - Present
Review and edit technical reports to deliver timely results to Services and Combatant Commands at multiple classification levels. Develop efficient strategies and solutions for creating reports using smart templates, metadata, and electronic signatures. Create databases to track due-dates, deliverables, and then brief the reports to Division Chiefs. Maintain a working knowledge of Office of the Secretary of Defense and US Strategic Command direction regarding Joint Electromagnetic Spectrum Operations (JEMSO) capabilities.

JT3 / JT4 — Las Vegas, Nevada
Technical Communications Developer — June 2014 - July 2022
Developed Graphic User Interfaces for new and redesigned software including color schemes, icons, cohesive logo series, graphics, and a variety of skins for multiple user environments. Designing layouts, illustrations, and charts which clarify content as well as custom font creation to solve development dilemmas. Extensive use of HTML, CSS, and JavaScript and SharePoint site organization.

Catalina Communications — Henderson, Nevada
Owner — November 1997 - June 2014
Produced user guides, data sheets, and manuals for computer hardware, military grade RAID systems, hot pluggable components, and peripherals. Designed and produced magazines including photographs, layouts, and graphic art for offset press (high-resolution CMYK) and web (72-96 dpi, RGB). Created websites for companies, charity organizations, social media, and promotion.

EDUCATION

Arizona State University
BS, Graphic Information Technology — 2023

University of California, Riverside
Certificate, Technical Writing — 2013

Orange Coast College
AS and Certificate, Electro-Mechanical Design — 1989

SKILLS

• Writing and editing including grammar and punctuation review, formatting, and web authoring

• Familiarity with copyright law, Section 508 compliance, and National Archive records management

• Producing instructional manuals, graphic designs, online help, and interactive user documentation

• Creating style guides, style sheets, templates, and databases

• Adobe Creative Suite (includes InDesign, Photoshop, and Illustrator), Acrobat, Dreamweaver, FrameMaker, RoboHelp, and RoboScreenCapture

• Microsoft Office Professional (includes Word, Publisher, Power Point, Excel, and Access), Teams, Communicator, and SharePoint

• Programming in HTML, CSS, JavaScript, SQL, XML, XSLT, and some Power Apps

ACTIVITIES

• Green Beret Foundation

• Nevada Governor's Council on Developmental Disabilities

• Families for Effective Autism Treatment of Southern Nevada