

Lisa Stevenson

Technical Writer, Editor, Content Developer

702.496.8857
lisa@lastevenson.tech

Profile

Experienced technical communications professional with a proven track record producing, editing, and managing diverse documentation for Major Commands in the Department of Defense. Skilled at developing smart templates, creating databases, and enforcing document style policies to ensure consistency and quality. Proficient in designing Graphic User interfaces, resolving development challenges, and managing SharePoint sites effectively. Specialize in enhancing technical content clarity through layouts, illustrations, and custom font creation. Adept at collaborating with subject matter experts to deliver high quality, user-friendly documents for enhanced user experience.

Employment History

Technical Editor/Knowledge Manager, JCER July 2022 - June 2025

Review and edit reports for USSTRATCOM at various classification levels

- Develop strategies for report creation using smart templates, metadata, and electronic signatures
- Plan and create databases to track due dates, deliverables, training schedules, documents, and data
- Brief Division Chiefs on database results with user-specified search criteria and metadata
- Enforce policies on document styles and content, ensuring consistency and quality

Technical Communications Developer, JT4 June 2014 - July 2022

Produced manuals, procedures, interactive forms, and databases
Designed layouts, illustrations, icons, and logos, and established consistent content design for clarity.

- Resolved development challenges through html/css/javascript programming as well as custom font creation
- Managed department SharPoint sites and repositories effectively.
- Organized and maintained a variety of graphic user interface skins for various user environments.

Owner, Catalina Communications November 1997 - June 2014

Designed public interest magazines, technical user guides, and manuals

- Managed technical documents for computer hardware and military grade RAID systems.
- Integrated client files for offset press and web publications.
- Cataloged and stored files for up to ten years for easy retrieval.
- Designed websites for companies, charities, and social media promotion.

Education

Bachelor of Science, Arizona State University

April 2023

Associate of Science, Orange Coast College

May 1989

Details

Skills

Technical Writing/Editing

Knowledge Management

Documentation Management

Template Development

Database Creation

Document Style Enforcement

Graphic User Interface Design

SharePoint Management

Content Clarity Enhancement

Computer Languages

HTML/CSS

JavaScript

SQL

XML/XSLT

References

Steven "Beaker" Baxter
steven.baxter224@gmail.com

Brandon "Cain'n" Abel
brandon.abel@yahoo.com

