

# Lisa Stevenson

Technical Writer, Editor, Content Developer

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## Profile

Experienced technical communications professional with over ten years' experience producing, editing, and managing documentation for the Department of Defense and contract companies. Skilled at developing smart templates, creating databases, and documenting style policies to ensure consistency and quality. Highly skilled in Microsoft Office Suite, and managing SharePoint sites effectively. Specialize in enhancing technical content clarity through plain language, illustrations, and layout. Adept at collaborating with subject matter experts to deliver high quality, user-friendly documents.

## Employment History

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

Review and edit reports for USSTRATCOM at various classification levels (active DoD TS/SCI).

- 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. TS clearance through DoD.

- 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 RAID systems.
- Integrated raw client files for offset press and web publications.
- Cataloged and stored files for up to ten years for easy retrieval.
- Designed websites for corporations, charities, and government.

## Education

B.S., Arizona State University,  
A.S., Orange Coast College

Graphic Information Technology  
Electro-Mechanical Design

## Details

### Skills

Technical Writing/Editing  
Superior Knowledge of MS Word  
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

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