

DAVID GOLDSTEIN

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SUMMARY:

Committed, results-driven attitude and demonstrated professional skills in creating, editing and managing all facets of writing projects. Outstanding communication skills and passion for innovation and improvement; A self-starter and team-leader who successfully completes a project from beginning-to-end and works well under pressure with minimal supervision.

KEY SKILLS:

- Excellent communication, project team and organizational skills
- Quick learner, hard worker and dedicated performer
- Motivated self-starter committed to accuracy and excellence
- Proven success in producing on-time products, under budget, and according to company standards and requirements

PROFESSIONAL EXPERIENCE:

TECHNICAL WRITER – Hydraulics International (2011-2022)

- Create and edit operation and maintenance (O&M) manuals for leading U.S. manufacturer of military and commercial ground support equipment.
- Generate SGML and XML software code using Arbortext Publishing in compliance with the new trend in government contracting facilities.
- Interact with design engineering, subject matter experts, and shop floor personnel to optimize assembly build efficiency in military training facilities.
- Utilize graphic image editing software (Photoshop, Paint, Illustrator) and 2D/3D Design (Solidworks, Autocad) to create production-ready line art and parts lists.

TECHNICAL WRITER – Dynapump Inc. (2008-2009, 2010-2011)

- Created and maintained user and field service manuals for leading surface-mounted artificial lift systems manufacturer in the oil and gas industry.
- Interact with engineering, subject matter experts and shop floor personnel to create, revise, and maintain graphics-heavy, user-friendly work instructions.
- Support design engineering, marketing and management to generate training materials, service bulletins and work instructions in a manufacturing environment.
- Interpret manufacturing/assembly drawings and process specifications to create accurate technician-level work instructions that fully conform to design requirements.

TECHNICAL WRITER – Quallion Corporation (2009-2010)

- Generated clear and concise maintenance and assembly work instructions for rapidly expanding lithium-ion battery manufacturer in the San Fernando Valley.
- Worked through a temporary agency between jobs. Simultaneously, attended 180 hours of specialized 3D and 2D CAD mechanical design training in Solidworks and Autocad by attending night classes at West Valley Occupational Center.

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TECHNICAL WRITER – Capstone Turbine Corporation (2002-2006)

- Spearheaded production of over 150 company products (user/maintenance guides, marketing brochures, service bulletins) for a distributed energy industry leader.
- Generated a variety of specialized product documents for marketing applications.
- Incorporated redlines from engineers and technicians into existing work instructions, repair procedures and service bulletins.
- Developed and edited photos and high-resolution line art for internal marketing and shop floor personnel.

SPECIFICATIONS WRITER – Boeing Company (Rocketdyne Division) (1990-2002)

- Created, edited, maintained and released over 250 Space Shuttle and International Space Station documents in accordance with MIL-STD and ISO 9000 requirements.
- Produced Space Shuttle and International Space Station specifications, illustrated parts lists, operation and maintenance (O&M) manuals and user guides.
- Interfaced between NASA Government officials and Boeing as Software CM Analyst during Space Station flights to upload real-time software to astronauts in space.
- Recognized for 13 "Apollo" Customer Service Awards for excellence in response time and customer satisfaction relating to documentation processes.
- Team leader - effort recognized for Extraordinary Achievement in NASA's "Lesson Learned" global database.

Education:

California State University, Northridge *MS degree (candidate)- Electrical Engineering*

** Undergrad (BA) Coursework taken in linear systems design, and active/passive electronic circuit design.*

University of California Berkeley *BA degree – Liberal Arts/Journalism*

Control Data Institute *Certificate – Computer Technology*

** Curriculum included: Troubleshooting and analyzing network and mainframe components.*

Documentation Tools:

- Writing: Microsoft Office Suite (Word/Excel/PowerPoint)
- Publishing: Adobe Acrobat
- 3D Design/Modeling: Solidworks, Autocad
- Graphic Design: Adobe Illustrator, Adobe Photoshop
- SGML Code (and HTML): Arbortext, Dreamweaver

Certifications and Special Skills:

- Web design (see my website: www.davidgoldstein.com)
- Microsoft Certified System Engineer (MCSE)
- A++ Technician Certification
- C and C++ Programming