

Objective

Experienced technical writer seeking a remote position in technical writing, editing, proofreading, and documentation.

Summary of Skills

- Detail oriented
- Able to manage multiple projects and overlapping deadlines
- Self-motivated; able to work independently and in a team
- Technical Writing, Editing, and Proofreading, Content Management
- Business Software Highlights: Windows OS, Mac OS, Microsoft Office, Adobe Acrobat Pro.

Qualifications Profile

Innovative Leader with advanced expertise in Technical Writing, Editing, Proofreading, Labeling, and Medical Devices.

- 12 years experience with technical writing (creating & maintaining Instructions for Use for medical devices)
- 16 years in regulatory labeling for medical devices & bioprocessing
- 2 years as global regulatory labeling manager
- Positive "can-do" attitude
- Able to learn new skills and software quickly
- Effective team player & collaborator
- Excellent communicator (written, verbal, and visual)
- Proven track record at problem solving & process improvement

EXPERIENCE (EXTENDED WORK HISTORY)

[Hologic Corporation](#) (Contractor for [TEKSystems](#))

(100% remote) Nixa, MO

Technical Writer I / Labeling Specialist

July 2023 – Current

Updated medical device manuals, instructions for use, and labels.

[uSERP.io](#)

(100% remote) Nixa, MO

Contract Editor

September 2022 – November 2022

- Edit guest posts.

[Smart Blogger](#)

(100% remote) Nixa, MO

Freelance Writer

October 2022 – December 2022

- Write and edit blog posts.

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Smart Blogger

(100% remote) Nixa, MO

Associate Editor

April 2022 - October 2022

- Work with senior editors and freelance writers to publish blog posts.
- Perform SEO keyword research
- Create content briefs
- Plan, write, and edit blog posts

Repligen Corporation

(80% remote) Waltham, Massachusetts

Regulatory Labeling Manager

January 2020 – March 2022

Managed labeling development and production process for a growing number of global sites.

- Designed, created, and edited label templates using BarTender label management software.
- Established global standards for label design and development.
- Provided technical writing to create and improve procedures and work instructions.

HYCOR Biomedical

(100% on-site) Garden Grove, California

Operations Labeling Lead

April 2018 – January 2020

Coordinated labeling projects for IVD medical devices.

- Designed, created, and edited label templates using EasyLabel and BarTender label management software, and database- and scripting-based content management systems.
- Provided technical writing to create and improve procedures and work instructions.
- Created FDA-compliant UDI (Unique Device Identifier) information for labels, including human- and machine-readable (barcode) elements, and FDA GUDID (Global UDI Database) registration.
- Supported Operations teams by automating workflow with VBA Macros, e.g. creating time-saving "one-click" procedures for document change control tasks and email notifications.

H&R Block

Springfield, Missouri

Senior Tax Specialist

November 2017 – March 2018

- Prepared tax returns for clients.

Solo World Travel

2011 – 2016

- Traveled to all 50 States and 100+ nations by motorcycle, car, bus, train, airplane and cruise ship
- A positive, "can-do" attitude
- Appreciation for different cultures and viewpoints
- Communication
- Music and Performance (singing, playing piano, guitar, and ukelele)
- Planning
- Problem Solving
- Self Determination
- Teamwork

Siemens Healthcare Diagnostics

Los Angeles, California

Programmer / Analyst II and III

January 2008 – December 2009

- Trained and supported the new Translation and Global Changes Coordinator.
- Shared macro automation strategies with offshore counterparts.

- Coordinated global IFU changes in 15 languages.
- Updated company name, logos and addresses 4 times in 3 years resulting in 60,000 total document changes.
- Designed method for proofreading and approval of global changes that reduced time required per complete change from several months to a few weeks.

Project Leader / Senior Programmer

April 2006 – December 2007

- Provided leadership as groups from three companies merged into one labeling team.
- Automated creation, revision, and review of Instructions for Use in 15 languages.
- Coordinated translations and global projects.
- Generated \$250-300K of translation value using VBA macros within a \$20K budget.
- Composed software documentation/user manual for VBA macro procedures.

Washington Mutual Bank

Irvine, California

Documentation Specialist 2

September 2005 – March 2006

- Organized and published Email and Web updates to mortgage rates and discount programs in a team environment.
- Extensive formatting and hyperlinking with Adobe Acrobat Pro.
- Content Management with Excel, SharePoint and RoboHelp.

Diagnostic Products Corporation

Los Angeles, California

Senior Labeling Specialist

January 2002 – September 2005

Senior Programmer

- Automated creation, revision, and review of Instructions for Use in 15 languages.
- Coordinated translations and global projects.
- Reviewed and approved product labels.
- Improved Standard Operating Procedures.
- Created VBA macro to open, revise, and save files without further user intervention, enabling the rapid revision of hundreds of documents daily.
- Saved team 2 hours per new multi-language insert created, using macros to create Instructions for Use from pre-translated list.

Desktop Publishing Coordinator

September 1996 – December 2001

Translation Coordinator

- Wrote, edited, and proofread Instructions for Use in English.
- Coordinated with European affiliates to assemble IFUs in five European languages.
- Researched scripting and content management system options in preparation for adding translations, created first multi-language document.
- Made \$10K labeling budget perform like \$100K by using pre-translated global text in IFUs, purchasing only rush translations when needed.
- Saved 15 hours monthly by streamlining review and approval paperwork, accomplishing a 5-minute task in 10-20 seconds.

Sierra Madre Congregational Church

Sierra Madre, California

Church Printer

January 1987 – September 1996

- Organized and produced printed materials.

- Operated and maintained printing and finishing equipment.
- Inventoried and ordered printing supplies.
- Assisted staff with proofreading, graphic design and desktop publishing.

Diagnostic Products Corporation

Los Angeles, California

Print Shop Supervisor

January 1985 – December 1986

- Trained and supervised Print Shop personnel.
- Organized, inventoried and produced printed materials.
- Operated and maintained printing equipment, high-speed photocopier, dark room and dark room equipment.
- Streamlined initial quality check and inventory control for IFUs, by implementing a quality checking procedure, that included document review, shrink-wrapping and labeling in packs of 50.

Print Shop

July 1981 – December 1984

- Organized, inventoried and produced printed materials.
- Operated and maintained printing equipment, high-speed photocopier, dark room and dark room equipment.
- Reduced cost of printing colored covers for Instructions for Use (IFUs), by pre-printing color-coded cover "blanks" and adding the document title on demand, when the body of the document was printed on a high-speed photo copier.
- Reduced the number of covers needed in stock to only 5 types of covers, one for each product line, instead of over 100 different covers, one for each product.

[Complete Work History \(online resume\)](#)

EDUCATION

Associate of Arts Degree Candidate

[Pasadena City College](#)

Major: English and German

Pasadena, California

32 Semester Units completed

Bachelor of Science Degree Candidate

[California Polytechnic State University](#)

Major: Graphic Communications

San Luis Obispo, California

47 Quarter Units completed

ONLINE RESOURCES

Online Resume (including complete work history)

- <https://www.ramonaspages.com/resume/>

Writing Samples

- <https://www.ramonaspages.com/samples/>

