

Charles Scott Kimball

Objective

Career in a progressive organization with products in training, logistics, and documentation.

Professional experience

2006 - 2010 L-3 Communications, JOG Lexington, KY

Technical Writer II

- Made changes necessary to edit/revise existing technical manuals, including graphics and illustrations, using all available source materials. Updated O&M Manual for LCDSTT Trainer #3, to include cold start and warm start software procedures, with special emphasis on adhering to new formatting specs for software training. Conducted research and drafted linkage rigging procedures for the LCDSTT. Wrote Removal and Replacement procedures for TSTT-5101 O&M, Rev. A. Assisted in writing and editing AEDST-A6 O&M, Rev A.
- Created new technical manuals, using all available source materials (includes graphics such as engineering drawings and photos).
- Participated in Quality Control Process, to make sure drafts and edited manuals are technically accurate and follow the correct format. Conducted TMQA review for ECSPTT-5101 O&M manual, making recommended changes where appropriate. Proofed and edited draft for MH-60L CAAS IETM (3146-0001).
- Bound hard copies of completed O&M and IUH manuals and drafts; delivered them when necessary.
- Researched engineering drawings, schematics, reports, vendor documentation, online information, and other source material for development of technical manuals.
- Continued to accept training when offered, to learn about changes and improve overall job performance.
- Worked on two projects to move L-3 closer to the ultimate goal of a "paperless office." The first one involved converting more than 3,200 spreadsheets and drawings from the Apache Longbow program into more versatile PDF files. The second involved inventorying forty-one boxes of old trainer manuals and associated documents (1970-2000), from the same program, and scanning them to produce PDF and MS Word versions.
- Learned the Teamcenter Engineering program, and created from scratch a training manual and student guide for teaching the fundamentals of Teamcenter Engineering, customized for use by the

engineers at Bluegrass Station. Included screenshots as illustrations, and conducted the necessary research to complete this project. Also wrote a set of exercises for performing ten engineering workflow processes in Teamcenter Engineering.

- Assigned to the MH-60M IETM development team. Assisted in the LSA 019 Report Review, proofing the Logistics Support Analysis Records for errors and internal consistency. Also located where these errors appeared in the IETM for TM 1-1520-280-23&P. When attention was later concentrated on Functional Group 03, identified errors and inconsistencies in those files, and created spreadsheets listing them. Learned to use the MikeNet database, created a MikeNet User's Tutorial, and organized a directory in MikeNet for MH-60M-related files. Finally, reviewed the first draft of the MH-60M IETM, using MS Excel and Access 2007.
- Created a spreadsheet listing publication changes for manuals associated with all H-60A/K/L/M series aircraft, which were mandated in FY08, FY09 and FY10. Obtained accounts with Army Knowledge Online and JTDI (Joint Technical Data Integration) to complete this assignment.
- Created and maintained spreadsheets listing the alerts (Warnings, Cautions and Notes) in the UH-60M and MH-60M TMs and IETMs.
- Created the following documents and spreadsheets for the MH-60M (Blackhawk helicopter) program: MH-60M Task Analysis Summary Update Procedure (LSA-019), MH-60M Maintenance Plan Update Procedure (LSA-024), MH-60M Preventive Maintenance Checks and Services Report Specifications (LSA-033), Statements of Work 2911 and 3310, a task time chart (M016028-2), a Weapon Systems Task Analysis Workbook (M016104), Installation Requirements Specification (M016086), Technical Manual Development Plan (M016083), Functionality Implementation Matrices (M016084 and M016095), Host and Target Description Document (M016091), and YT-706 Engine Task Analysis Workbook (M016105).
- Updated the Style Guide for the MH-60M IETM, to match the current L-3 format. (M016101).
- Took charge of maintaining the ILS software library, keeping track of new CDs and DVDs as they arrived, and announcing their availability to the department.
- Took charge of sending out the 48 hour Teamcenter Drawing Revision Reports, and announced updates to related files when they became available.

2006

DPLOY-IT (McGraw-Hill)

Lake Mary, FL

Test Evaluator

- Evaluated essays written by 7th-grade students in Arizona for the AIM achievement test.

2001 - 2006 Valencia Community College Orlando, FL

Adjunct Professor

- Taught the course "Technology For Educators" (EME2040). Used MS Word, PowerPoint, FrontPage, Excel and HTML.

2002 - 2006 Man In The Mirror Ministries Casselberry, FL

Fundraiser

- Contacted those on the ministry's mailing list, or those who attended ministry functions, and offered them membership in a partnership program.

2004 - 2005 Gould Publications Longwood, FL

Editor

- Updated federal and state criminal law books to reflect changes caused by recent legislation. Used MS Word 6.

2001 - 2002 Pro Staff Maitland, FL

Appointment Setter

- Temporary assignment, contacted business and set up appointments to meet representatives from eleven Gateway Computer stores. Used Act! and MS Excel. Brought in at least \$2 million in sales during this assignment, and probably postponed the final collapse of Gateway Computers by at least a year.

2000 Custom Staffing Maitland, FL

System Administrator

- Temporary assignment, worked with US Home to streamline the main sales database. Used MS Office 97.

1999 - 2000 BTG Nations, Inc. Orlando, FL

Office Automation Specialist

- Responsible for daily maintenance of T3FG Software and Technical Documentation Libraries. Collected, tracked, and transferred Government furnished information (GFI) and commercial-off-the-shelf (COTS) modeling and simulation (M&S) assets. Conducted authorized software duplication for STRICOM and clients in the local modeling and simulation community. Collected/wrote abstracts for the latest M&S technical documentation and submitted new documents to the DOCATS library. Produced reports of T3FG activity on a regular basis. Analyzed, designed and submitted changes for T3FG web pages. Created presentation slides, maintained rational database record, and promote benefits of software reuse. Located, obtained, tested and implemented software that was potentially useful to T3FG, JSIMS, and/or STRICOM, when available at no cost to the government. Created web pages to publicize and describe available resources in the STRICOM lab and JSIMS JPO test bed, both hardware and software.

1999 Office Team Orlando, FL

Database Specialist

- Temporary assignment, worked with United Healthcare to merge three databases. Used MS Office 97 and local software.

1998 - 1999 Beststaff Services Orlando, FL

Clerical Specialist

- Temporary assignment, organized paperwork in Purchasing Department of Orlando Utilities Commission. Used MS Office 97 and a local database.

1998 Initial Staffing Services Winter Park, FL

System Administrator

- Temporary assignment, Prepared equipment purchase proposals for Gencor, Inc. Used WordPerfect 5.0 & 6.0 (for DOS).

1998 Adecco-TAD Technical Services Orlando, FL

Technical Writer

- Temporary assignment, worked at Universal Studios Florida. Used MS Word 97, drafted manual for the *Terminator 2* attraction.

1984 - 1997 Fellowship Church Casselberry, FL

Teacher

- Instructed and produced ancient history curriculum. Wrote textbook, using WordPerfect 6.1.

1989 - 1997 Ticketmaster Florida Orlando, FL

Senior Phone Agent

- Handled ticket sales, information and customer service on a "charge by phone" line. Was employee of the month twice, in September 1991 and August 1997.

1995 - 1996 Enzian Technology Orlando, FL

Technical Writer

- Temporary assignment, edited technical manuals for aircraft simulators, using WordPerfect 6.1.

1995 Naval Air Warfare Center, TSD Orlando, FL

Publications Specialist, GS-9

- Temporary assignment, edited technical manuals for aircraft simulators, using WordPerfect 5.1 and Lotus cc:mail.

1994 - 1995 Infosource, Inc. Winter Park, FL

Account Executive

- Training software sales and computer educational promotions. Opened two new territories that the company had not efficiently worked before (NE Texas and Hawaii).

1982 - 1993 Anacomp, Inc. Orlando, FL

Service Technician

- Microfilm and microfiche production.

1979 - 1988 University of Central Florida Orlando, FL

Education

Master's Degree / Instructional Technology

- Bachelor of Arts / History
- Russian Area Studies Certificate

1982 - 1984 Tzemach Institute Casselberry, FL

Associate's Degree / Biblical Studies

1978 - 1979 Seminole Community College Lake Mary, FL

Associate in Arts / General Studies

1975 - 1977 Lake Howell Academy Winter Park, FL

Diploma / College Prep

Skills and Strengths

Technical writing, publications, government-related work = 13 years.
Microsoft Office (Word, Excel, Access, PowerPoint, Outlook, FrontPage) = 15 years.
Other computer skills = WordPerfect (16 years), HTML (12 years), Adobe Acrobat (4 years), MS Visio (1 year), Sharpdesk (1 year).
Phone-related work = 11+ years.
Type 46 WPM.
Instructing and teaching, curriculum development = 22 years.
Teaching at the junior college level = 5 years.
Micrographics = 11 years.

Patents and publications

Wrote textbook, *A Biblical Interpretation of World History*. Published in 2008.

Hobbies

Astronomy, Computers/the Internet, History, Geography, Politics.

Interests and activities

Traveled to the Middle East (1979) and the Philippines (1985).

Created several Internet sites, and currently maintain one:

- The Xenophile Historian (<http://xenohistorian.faiithweb.com/>)

Awards received

High School Class Valedictorian, Lake Howell Academy, 1977.
World History Teaching Award, Tzemach Institute, 1988.

References are available upon request.

For an online version of this resumé, visit
<http://www.angelfire.com/fl3/berosus/Resume.htm> .