A&M WRITING AND PUBLISHING

M. Celeste Tillson

Objective

To help an audience become familiar with concepts and information by producing books, websites, and collateral materials that provide clear, concise, correct communications and encourage understanding and success.

Experience

Owner, A&M Writing and Publishing   January 1990—Present
Santa Clara, CA

Provide web-based and printed technical writing, editing, page design, and publishing services on a contract basis. Specializing in user-oriented documentation and marketing collateral. Software experience includes relational databases, financial planning packages, business analysis tools, and marketing applications; documentation experience encompasses a variety of projects, including web-based, online, and print. Clients include Oracle, CPR, Microsoft, Sun Microsystems, and Adobe (Frame Technology).

Co-Founder, Action Bits for Kids   August 2002—Present
Silicon Valley, CA

Design and develop interactive, learning curriculum for online and print activities for kids. Taught classes using popular software applications ranging from beginning programming to writing and presentation skills to web design and Internet safety. Action Bits classes are taught in classrooms at local schools and community recreation facilities.

Publications Manager/Technical Writer   March 1982—December 1989
Software Publishing Corporation, Mountain View, CA

Supervised the work of writers and editors to produce on-line and printed documentation for end-user software. Responsible for
· Writing, designing, and coordinating the production of documentation, including user guides, reference manuals, tutorials, on-line help, and training materials
· Coordinating projects with other departments
· Reviewing user interfaces
· Meeting project schedules
· Reviewing and editing all documentation
· Managing support staff and vendors to meet schedule and cost requirements and to ensure quality results
· Writing tutorial and reference manuals for both novice and advanced users
· Developing training materials and conducting training seminars

Education	**San Jose State University**	1979–1981

San Jose State University 1979–1981
San Jose, CA
M.A. in Political Science

St. Andrews College 1975–1978
Laurinburg, NC
B.A. in Liberal Arts

Skills & Publications

Computer Skills
Proficient in popular documentation and publishing tools and applications, including Adobe InDesign and Microsoft Word

Curriculum Design
ActionBits Online Learning Adventures: After-school Classes for Middle Graders.
 Creative Writing on the Computer
 A+ Research Reports
 Math Quest I: On the Island
 Create Your Own Web Page with HTML
 Inside the Software

User Manuals
Professional File (published by Software Publishing Corporation)
Documentation Set for *InfoAlliance* (published by Software Publishing Corporation)

Publications
The Clue at Copper Harbor (published by A&M Writing and Publishing)
The Mystery of Eagle Harbor (published by A&M Writing and Publishing)
The Secret of Bete Grise Bay (published by A&M Writing and Publishing)
The Secret of Oak Island (published by A&M Writing and Publishing)
It's a Puzzle! The Clue at Copper Harbor Puzzle Book (published by A&M Writing and Publishing)