

**Jeremy Rottgen**

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(407) 927-3223

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**EDUCATION**

- Web Development Certificate - December 2009  
**Seminole State College of Florida**
- B.S. Journalism - December 2003  
**University of Florida**

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**SKILLS**

Windows OS, Mac OS, Microsoft Office Applications with emphasis on Word, Microsoft CRM, Team Foundation Server, Adobe RoboHelp, Photoshop, Illustrator, InDesign and Dreamweaver, Quark Xpress, PHPMyAdmin, HTML-Kit, XHTML, CSS, JavaScript, SSI, PHP, MySQL

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**PROFESSIONAL EXPERIENCE**

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**Associate Technical Communications Specialist 11/2011-Present**

**D+H**, Lake Mary, FL

- Create, edit and/or review content in adherence to HFS standards, including those for software, Web, and documentation, with the ability to navigate multiple file formats, including Web sites, compiled Help, formatted technical and marketing documentation, and training.
- Participate in the Product Development process as a member of the project team to develop an understanding of the requirements for the product.
- Collect, clarify, and translate technical information in order to create documentation.
- Accurately document software content and functionality, providing users with the information required to use the product.
- Produce accurate documentation that conforms to the style, format, process, and structure guidelines.
- Assist team members and other groups within organization on projects. Build and maintain working relationships with project team members and co-workers to successfully complete projects.

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**Vehicle Description Document Developer 10/2009-11/2007**

**Arinc**, Orlando, FL

- Perform intelligence-related research.
- Maintain a library of Vehicle Description Documents for 3D artists to use as reference.
- Edit, standardize and make changes to material. Review and recommend revisions in scope, format and content.
- In-depth research of 3D modeling including Subject Matter Expert (SME) reviews and access to Army Knowledge Online.
- Photographic research and image editing with Adobe Photoshop. Maintain source data collection catalog.
- Review Technical Manuals and research vehicle variants to recommend the most accurate model to develop.

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**Jr. Technical Writer 11/2007-10/2009**

**Innovative Logistics, Inc.**, Orlando, FL

- Create TM 1-4920-443-24-2 Field and Sustainment Maintenance Manual
- Edit more than 2,000 pages of manual with ISO 9001:2008 standards compliance.
- Adhere to Military Standard (MIL-STD) 40051-1 and -2, Military Handbook (MIL-HDBK) 1222C.
- Research equipment and study engineering drawings to delineate maintenance procedures.
- Travel to site, take photos and interview SMEs or technicians on the job site to become familiar with equipment.

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**Marketing Coordinator**

6/2007-11/2007

**CPH Engineers, Inc.**, Sanford, FL

- Prepare proposals and marketing collateral for civil engineering firm.
- Edit and contribute to employee newsletter for internal public relations.
- Serve as communication consultant to key support for employee meetings and communications.
- Dictate comments from engineers and subject matter experts.

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**News editor**

1/2006-3/2007 (Interim Editor from 10/06-1/07)

The Observer Newspapers, New Smyrna Beach, FL

- Publish daily newspaper (Tues.-Sat.) with an 8 p.m. daily deadline.
- Design newspaper pages and proofread to detect and correct errors.
- Plan contents of paper, brainstorm story ideas and assign topics to reporters.
- Monitor press releases, contacts, radio, television and wire services.

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**Reporter/Copy Editor**

1/2005-1/2006

Venice Gondolier Sun, Venice, FL

- Write feature stories for section of tri-weekly newspaper.
- Interview sources and arrange interviews.
- Layout and design newspaper pages for print publishing.
- Review copy and correct errors in content, grammar, and punctuation, following prescribed editorial style.
- Gather information about events through research, interviews, experience and attendance at events.

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**INTERNSHIPS**

- **Writer**  
3/2004-1/0205  
Vital Source Magazine  
Milwaukee, WI
- **Senior Editor**  
Fall Semester 2003  
Orange and Blue Magazine  
Gainesville, FL
- **Intern**  
5/2003-12/2003  
What's Happening? Publications  
Gainesville, FL
- **Communications Department Intern**  
5/2003-8/2003  
Atlantic.Net  
Gainesville, FL
- **Staff Writer**  
10/2001-7/2002  
Gator Times  
Gainesville, FL

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**PROFESSIONAL REFERENCES AVAILABLE UPON REQUEST**

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