

## Dawn Marie Escorcio

Residence: Pleasanton, CA 94588 Email: [dawn@dawnescorcio.com](mailto:dawn@dawnescorcio.com) (925)353-0919

### Hardware and Software Documentation Specialist

**I thrive on being a committed, productive member of a good team. Acclimating, collaborating, and juggling multiple priorities are my strengths. My priorities are usability, accuracy, consistency, and commitment to quality.**

#### Skill Set

- ◆ Engineering and manufacturing documentation support, Configuration Data Management, Document Control and ECOs
- ◆ Technical illustration and writing for print and online documentation
- ◆ Print production, project management, proofreading/production editing, and online publishing
- ◆ Graphic design for software user interface graphics, Education materials, and web
- ◆ Collaboration and communication skills, time/priority management, customer orientation, cross-functional participation
- ◆ Complied with DOD and Mil Specs, ITAR, ISO9000, Six Sigma, localization, and Section 508 standards

#### Software Application Knowledge

- ◆ MS Office applications, Outlook, SharePoint, InfoPath, FrontPage, PowerPoint, and Visio
- ◆ Adobe FrameMaker, Acrobat, CS4 Illustrator and Photoshop, some Dreamweaver, Quark Xpress, some HTML, and CGI, various revision control applications
- ◆ HarnWare, SolidWorks, CMstat, PII, and other CDM (Configuration Data Management) applications

#### Selected Career Accomplishments

- ◆ Created and updated engineering change, fabrication, assembly, and cable/harness documentation
- ◆ Prepared, processed, and maintained the flow of change control documentation, per DOD/Military and industry standards
- ◆ Edited manufacturing documents for content and consistency to increase usability and to help facilitate translation
- ◆ Created request, revision control, and production forms, procedures, and checklists
- ◆ Developed software and publication assembly structures for maximum efficiency of cost and time
- ◆ Illustrated enterprise network configurations and hardware, and provided production support for 35 writers in the U. S., Canada, and India
- ◆ Updated and production edited enterprise hardware and software documentation
- ◆ Defined corporate style guidelines for technical illustrations
- ◆ Won an Award of Excellence in the 2004-2005 STC Southern California Technical Communications Competition, from the Society for Technical Communications, for my *Technical Illustration and Icon Graphics Catalog*
- ◆ Provided mechanical and electrical drafting support for naval and aerospace defense projects
- ◆ Interfaced with local and remote team members in Marketing, Legal, Manufacturing, Education, Engineering, and print suppliers
- ◆ Evaluated documentation issues and identified appropriate corrective actions
- ◆ Successfully managed the transition from film and paper masters to EPS and PDF files for print, CD, and web publication
- ◆ Designed and maintained department web sites for illustration, editors, and the Employee Committee

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### Work History

**Davis Instruments: Hayward, CA 5/10 to present Document Control Specialist**

- ♦ I run Document Control at Davis and interface with team members from other functional groups
- ♦ I updated the ECO process from paper to on-line, and I manage the document repository
- ♦ I configure and update Bills of Material, update drawings, and create specifications

**BAE Systems: Santa Clara, CA 11/08 to 7/09 Configuration Data Management Administrator**

- ♦ Configured and updated Bills of Material, analyzed drawings, processed change documentation

**Tyco Electronics: Menlo Park, CA 10/07 to 10/08 Cable/Harness Drafter / Document Control Clerk**

- ♦ Configured and updated Bills of Material, updated drawings, processed change documentation

**EMC: Pleasanton, CA 12/98 to 9/07 Technical Illustrator**

- ♦ Updated and illustrated manuals, provided production, illustration, and graphics support for electronic and printed deliverables

**Hitachi PC: Milpitas, CA 8/98 to 12/98 Technical Writer**

- ♦ Revised text and graphics in existing manuals, integrated manuals per team request, designed quick-start cards and illustrations

**Newbridge Networks: Santa Clara, CA 12/89 to 3/98 Technical Illustrator**

- ♦ Created and released software and publication assemblies, print specifications, document files, CD silk-screens, and cover art
- ♦ Designed product illustrations GUIs, splash screens, icons, and buttons used in web- and multimedia applications

**Applied Materials: Santa Clara, CA 8/89 to 11/89 Document Analyst**

- ♦ Created and processed Engineering documentation

**Pinnacle Systems: Santa Clara, CA 5/89 to 8/89 Document Analyst**

- ♦ Created and processed Engineering documentation

**ARGOSystems, Inc. Sunnyvale, CA 11/85 to 4/89 Document Control Clerk, Drafter**

- ♦ Worked with engineering on EMI, RFI, and ECM equipment for U.S. ally sub and frigate projects
- ♦ Created and processed Engineering Change Order documentation

### Professional Affiliation

- ♦ Society for Technical Communication

### Education

**De Anza College, Cupertino CA**

- ♦ Certificate of Completion: Computer Aided Design
- ♦ Certificate of Achievement: Drafting and Design Technology
- ♦ Network Programming classes

### Training through Corporate Education and other resources

- ♦ Grammar and Usage, Information Mapping, Edward Tufte seminar
- ♦ Design for the Screen, Graphic Production, Intro to Multimedia, Introduction to HarnWare
- ♦ Crossing Department Lines, Effective Presentations, ISO9000, Time Management, Project Management
- ♦ KnowledgeLink NETg courses in integrity, diversity, ergonomics, communication, business etiquette, problem solving, creativity, negotiation, and persuasion
- ♦ Intro to Networking, NetWorker Administration and Device Configuration, Documentum Fundamentals