

JASON PLETT

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Objectives

My objectives are to achieve a meaningful position in the communications field, to enjoy working life, and to work admirably, bringing the best level of success to every project that I am a part of.

Experience

General Dynamics (Apr '18 – Jun '24)

Contract technical writer, training developer, and e-learning developer

- Processed technical specifications and operation information on a Harris radio and integrated it into an e-learning module.
- Developed a full training course on the design and operation of the command-and-control systems for Romanian military APC vehicles.
- Planned, coordinated, and managed a multiple-personnel effort of writing a comprehensive reference manual (1000+ pgs) on the command-and-control systems (computer hardware, software, radios and networking) for the new fleet of Canadian military APC vehicles. This effort required me to develop a large-scale, nuanced approach to inter-team cooperation and resource management. After the submission, we received very positive feedback from the client and my manager commented that she had never seen so much information come together in so short an amount of time.
- Tools used: MS Suite, Adobe Captivate

Xpan Interactive (Mar '11 – Apr '18)

Contract technical writer and e-learning developer

- Processed large amounts of technical specifications and maintenance information on Bombardier subway train systems and integrated it into e-learning storyboards.
- Contributed to the writing and production of several e-learning modules in a number of different industries including transportation, oil and gas, finance, and health. Client companies included Toronto Transit Commission, CalFrac, TE Wealth, AHS, and the CDC.
- Asked by the project manager if I would rapidly shift to help complete the production development for the e-learning modules. Management was pleased with the results and I spent my time moving back and forth between both the technical writing and development sides of the project, as they had need.
- Tools used: MS Suite, Adobe Flash, Articulate Storyline 1/2, Adobe Captivate

Gravitywave Design (July '09 – Mar '11)

Web designer, web programmer

- Produced, launched, and managed several websites through my own web design business.
 - Developed websites, start-to-finish, handling graphic design, code writing, and content writing.
- Tools used: HTML, CSS, PHP, MYSQL, JavaScript, GIMP, Inkscape

Schlumberger Information Systems (Jan '08 – July '09)

Technical writer

- Managed documentation for Avocet Capture, one of their resource management software products.
- Used single-sourcing tools in the development and maintenance of this product's help documentation.
- Tools used: RoboHelp, MadCap Flare, Visual SourceSafe

Shell Canada (May '06 – Dec '07)

Technical writer

- Processed large amounts of procedural information gathered from the business systems infrastructure technical support team, pertaining to day/night support operations and troubleshooting of the servers.
- Compiled, wrote, and maintained internal support manuals.
- Tools used: Livelink, Quark Xpress

Technical Skills

I have significant practical knowledge and/or training in the following tools:

- Information Development and Presentation Tools
 - MS Word
 - MS PowerPoint
 - MS Visio
 - Adobe InDesign
 - RoboHelp/Flare
 - FrameMaker
 - Web development tools (HTML, CSS, PHP, MYSQL)
- E-Learning Development Software
 - Adobe Captivate 8/9/2017
 - Articulate Storyline/Storyline 2
 - Articulate Presenter/Engage/Quizmaker
- Graphic Development Tools
 - Adobe Illustrator
 - Adobe Photoshop
 - Adobe Flash
- Collaboration/Version Control Tools
 - Livelink
 - Visual SourceSafe

Education and Awards

Diploma in Writing for Film, Television, and Games, **Vancouver Film School** (2023 – 2024)

- Received **Academic Achievement Award** for top marks in class

Bachelor of Applied Communications in Technical Communication, **Mount Royal College** (2004 – 2007)

- Placed on the **Dean's Honour Role** in multiple semesters

TESOL Certification, **Global TESOL College** (2003)

Completed various science and computer science courses, **University of Calgary** (1998 – 2003)

Obtained a Diploma of Biblical Studies, **Steinbach Bible College** (1996 – 1998)