

# ELIZABETH R. STONE, TECHNICAL WRITER AND EDITOR

617 201-6459  
ers066@gmail.com  
[www.erstone.com](http://www.erstone.com)

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## SKILLS

- -Communicating clearly and effectively with a wide variety of people, in both spoken and written formats.
- Writing clear, concise, understandable documentation based on technical specifications, source code, use of the software and hardware to be documented, and engineer interviews.
- Writing for a variety of target audiences, from programmers and system administrators to naive end-users.
- Organizing content for accessibility using document structure, tables of contents, indexes, hyperlinks, wikis, standardized terminology, and graphic design.
- Learning new tools and new technologies quickly and effectively.
- Developing Framemaker, MS Visio, and MS Word templates.
- Creating illustrations to enhance and expand the text.
- Editing technical documentation and marketing collateral for style, grammar, organization, and accuracy.
- Creating and revising internal style guides
- Reading and understanding source code.

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## CONTRACT POSITIONS

- Kerberos Consortium, Cambridge MA** **March— June 2008**
- Developed an API reference for core Kerberos library.
- Avidyne Corporation, Lincoln MA** **October— November 2007**
- Created workflow diagrams for new documentation development cycle.
  - Contributed to an alpha version of a Style Guide for a developing technical writing group.
- Tilera Corporation, Westborough, MA** **February— May 2007**
- Developed programming methodology documentation for an innovative parallel processing hardware and software environment.
- Revahertz Inc. (now GameLogic, Inc.), Cambridge, MA** **May 2003— February 2004**
- Prepared documentation for the web-based *LuckyMe*<sup>™</sup> subscription gaming product to meet the regulatory requirements of the Alderney Gambling Control Commission (Isle of Alderney, UK).
  - Designed templates for documents in Framemaker, Visio, and MS Word.
  - Created illustrations, including network diagrams, concept diagrams, hardware diagrams, and annotated screenshots.
  - Produced “cheat sheet” for in-house request tracking tool.
- ALI, Inc., Needham, MA** **1994 — 1995**
- Wrote user manual for a Lotus Notes design utility, using native Lotus Notes Document Library database.

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## FULL-TIME POSITIONS

- Senior Technical Writer, Mercury Computer Systems, Chelmsford, MA** **1999 — 2001**
- Revised the following manuals to include new features and functionality and to improve usability: *MC/OS Migration Guide* (for MC/OS versions 5.4 and 5.5), *PAS Developer's Guide* (for MC/OS 5.4), *TATL Developer's Guide* (for MC/OS 5.5). Wrote corresponding README files to accompany each product.
  - Created graphics, including annotated screenshots, for each manual.

- Technical Writer, InConcert, Inc., Cambridge, MA** **1999**
- Revised and maintained documentation for core product *InConcert 2000*, as well as for *InConcert 2000 TXM*, *Teoss 2000*, and *Business Operations Center*, incorporating new product features and improving the general usability of the documentation.
  - Edited and produced Release and Upgrade Notes.
- Technical Writer/Editor, Natural MicroSystems Corp., Framingham, MA** **1995 — 1998**
- Developed documentation for new and previously undocumented software products, including developer's manuals and API reference manuals for *AG Access*, *CT Access*, *NaturalFax*, and *NaturalRecognition*. These manuals were written for a technical audience familiar with the C programming language and basic computer telephony.
  - Developed documentation for new and previously undocumented hardware products, including *AG boards*, *Diva boards*, and the *IS-641 Vocoder board*. These products required hardware reference manuals, hardware installation sheets, and developer's manuals.
  - Wrote NMS' first *Style Guide*, and collaborated with a growing documentation department on revisions.
  - Worked with other writers and engineers to redesign documentation set, standardizing contents and page layout.
  - Performed developmental edits, copy edits, and proof checks for other technical writers.
- Technical Writer, BBN Software Products, Cambridge, MA** **1994**
- Revised and updated the following manuals (including illustrations): *BBN/Clintrace 1.1 User's Guide*, *Using BBN/Clintrace for Microsoft Windows 3.1*, *BBN/Clintrace 1.3 User's Guide*.
- Consulting Editor, Reality Technologies, LTD., King of Prussia, PA** **1993**
- Performed copy edits on the documentation set for *SmartInvestor Network by Money Magazine*.
- Software Testing Engineer, Bio-Rad/Digilab Division, Cambridge, MA** **1992— 1994**
- Created and documented procedures for new internal software testing department.
  - Wrote scripts for simple automated tests of software interface to Fourier transform infrared spectrometers.
  - Reviewed technical documentation and online Help.
  - Maintained QA lab computers and spectrometers.

## OTHER

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- Freelance Makeup Artist & Facepainter** **1999— present**
- Designed, documented (including graphic renderings), taught, and applied makeup for eight local theater companies.
- Proofreader/Editor, Database Publications, Cambridge, MA** **2002**
- Proofread and edited medical information and publication data for database library.
- Substitute Teacher** **2001— 2003**
- *Buckingham, Browne, and Nichols*, Lower School: Grades 1 – 4, Library, Music, Science.
  - *Cambridge Friends School*: Pre-kindergarten, Kindergarten, Grade 2, Art, After-school program.

## EDUCATION

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- B.A., cum laude with High Honors, European Cultural Studies, minor in Medieval Studies, Brandeis University, 1985

## PERSONAL INTERESTS AND AFFILIATIONS

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- Senior member of the *Society for Technical Communication*, Boston Chapter, 2000 - present.
- Makeup designer for *North Cambridge Family Opera*, 2002 - present.
- Musician for *Red Herring Morris*, 2003 - present.