

Valerie Pederson



Technical Writer, Author, Information Designer, Documentation Specialist,

Documentation Services:

- API's/Specifications
- Business Information Sheets
- C-suite Biographies
- Electronic Learning Modules
- Email Newsletters
- Emergency Response Procedures (ERPs)
- Brochures / Flyers
- Installation Guides
- Instruction Manuals
- Internet/Intranet sites
- Marketing Collateral
- On-line Help
- PowerPoint Presentations
- Press Releases
- Proposals
- Regulatory Information
- Software Product Documentation (SPD)
- Standard Operating Procedures (SOPs)
- Training Material
- User Guides
- Web editing and design

Software:

- Super User MS Office©
 - Word
 - PowerPoint
 - Visio
 - Excel
 - FrontPage
 - Outlook
- Paint Shop Pro©
- Adobe Professional©
- FrameMaker©
- ArborText Editor©
- HTML

Contact Information

PO Box 254
Stow, MA 01775
978 897 1843
MindfulDocuments@aol.com
www.MindfulDocumentation.us

Profile

I have worn many hats throughout my professional writing career. I began my writing career creating Technical Manuals, User Guides, Instructor Manuals and Software Product Documentation. As an Information Designer, I've created presentations for the C-Suite and worked to apply my design skills to any document I create. As a Documentation Specialist, I've written and edited Proposals, Contracts, Presentations, Boston Public Health Commission Biological Lab Inspection Regulation Requirements, and higher education training amongst other types of documentation.

I have written on a variety of topics, including: Computer Software and Hardware, Financial Applications, Medical, Telecommunications, Higher Education and Business Re-engineering. I've also created Training, SOPs, and ERPs for Harvard Medical School, Boston University and other major education and hospital facilities in the New England area.

Current and Recent Clients

While I have spent the majority of my writing career working for rather large companies, such as:

- Digital/Compaq/HP
- Techniscribe
- Codman Research,
- R4 Telemedicine
- Raqia Networks
- Dun and Bradstreet

..I have also worked for smaller businesses and individuals, such as:

- Occupational and Environmental Health Network
- MB Amster, Solutions for the Environment Health and Safety
- Popular Blues Singer: Barbara Dolan
- Mullaly Associates, Licensed Psychologist

Finally, as an independent author, I developed the Surviving Life Mindfully theory that I applied to a series of books and CDs about being mindful of the joys and sorrows of our life while staying centered and balanced during potentially difficult times of our lives. Nominated for the Adding Wisdom Award, *Surviving Unemployment: Staying Centered While Your World Turns Upside Down* is an empowering book that not only helps individuals past the initial transition to being unemployed, but also provides practical information such as how to find a job and stay calm and confident. *Surviving Being Single Past 40: Living Life Fully, With or Without a Partner* empowers the individual with information, practical suggestions, affirmations and meditations. This book has been described "REALLY well done, humorous, wise, and informative."