Teresa S. Stover

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summary	Twenty-plus years as a book author, and technical writing and project management consultant for software, manufacturing, business, education, and nonprofit organizations. Offering excellent services for our clients.
system skills	Microsoft Word, Excel, PowerPoint, Project, Publisher, Money, HTML Help, Content Studio. Adobe InDesign, PageMaker, Dreamweaver, Acrobat. HTML, XML. SoftQuad XMetaL. Windows, Unix.
trade book authoring	▪ *Your Project Management Coach* (co-author), John Wiley & Sons. ▪ *Microsoft Project 2010 Inside Out, Microsoft Project 2007 Inside Out, Microsoft Project 2003 Inside Out, Microsoft 2002 Inside Out*, Microsoft Press. ▪ *Managing Projects with Microsoft Project 2000* (co-author), John Wiley & Sons. ▪ *Running Microsoft PowerPoint 2000* (co-author), Microsoft Press ▪ *Microsoft Team Manager Step by Step, Microsoft Windows 95 Step by Step, Upgrading to Microsoft Windows 95 Step by Step, Integrating Microsoft Office Step by Step, Microsoft Office Step by Step,* Catapult Press/Microsoft Press ▪ *Apple II Care Manual, Commodore Care Manual, PC Care Manual* (co-author), McGraw-Hill/TAB Books
Web content and feature articles	▪ Blogger for Projects in Practice. ▪ Information architect and Webmaster for Puyallup School District (since April 2004), Josephine Community Libraries (since September 2007), Mountain View Community Center (launched August 2009). ▪ Information architect for Anacapa Search Group (April 2010), Chief Leschi Schools (May 2009), Puyallup Citizens Committee for Education (January 2009), Robinswood Financial (August 2007). ▪ Coordinator/reviewer of project management articles, Microsoft Office Online, November 2004 to July 2005. ▪ Contributing writer for two school district newspapers, November 2004 to present. ▪ Fifteen articles for *Inside Windows XP* published by *Element K Journals*, January 2003 to March 2005. ▪ Ten articles on various moving topics for HomeAdvisor.com, March 2001. ▪ *Diversity News*, December 1996. *Training*, March 1986. *Performance and Instruction Journal*, October 1985.
software documentation	Online help systems, user guides, tutorials, multimedia demonstrations, quick reference guides, data sheets. *Clients served:* Microsoft, Apple Computer, Boeing, Unisys, Goldstar, E.I.M.S., Qubix Graphic Systems.
instructional design and teaching	Instructional design, curriculum development, demonstrations. Workshops, computer classes, tutoring. *Clients served:* National Semiconductor, MetLife, Microsoft, Resources Online, Puyallup Schools, Tacoma Schools, Highline Community College, Tacoma Community College, Rogue Community College.
project management	Project management for development of online Help systems, multimedia productions, trade books, video training systems, Web site development, event planning, manufacturing processes. Online help, training, curriculum development, consulting, books, and articles about Microsoft Project and project management. *Clients served:* Microsoft, Progressive Business Tech Training, Freeman Marine, Hardin Optical, Josephine Community Libraries, Trillium Consulting, Puyallup Schools, National Semiconductor, John Wiley & Sons.
corporate and nonprofit communications	Business plans, grant proposals, press releases, employee handbooks, policies and procedures, newsletters, video scripts, safety information, and manufacturing specifications, white papers, case studies, presentations. *Clients served:* Josephine Community Libraries, Camano Water Association, White River School District, Garris Environmental Services, American Red Cross, Mt. View-Edgewood Water Company.
career history	**Book Author and Technical Writing Consultant**. Stover Writing Services. CA, WA, OR. 11-87 to present. **Supervisor Technical Publications**. Qubix Graphic Systems, San Jose, CA. 10-85 to 11-87. **Technical Writer**. National Semiconductor, Santa Clara, CA. 4-83 to 10-85. **Technical Editor**. Sysorex International. Cupertino, CA. 1-82 to 7-83.
education history	**California State University at San Jose,** Technical Writing Certificate, 1987. **University of California at Santa Cruz,** BA English Literature, 1981. Courses in leadership, fundraising, project management, design, technical communications, electronics, math.
awards and certifications	WSPRA award for the Puyallup School District Web site, 2005, 2006, 2007, 2008, 2009, 2010, 2011. Oregon Governor's Volunteer Award, 2010 Outstanding Adult Volunteer Regional Winner Microsoft Certified Technical Specialist (MCTS) for Project and Project Server 2007. STC Excellence Award for *Microsoft Project Online Help*, 2-02. STC Merit Award for *SPLYCE Corporate Office Manager User Guide*, 2-00. Intl STC Excellence and STC Best of Show Awards: *Microsoft Home Publishing 99 Introduction*, 3-99. STC Achievement Award for *Upgrading to Microsoft Windows 95 Step by Step*, 2-96.

References and portfolio available upon request.