

Darla J. Scott

## Technical Writing and Editing

9935 W. Stardust Dr.  
Boise, ID 83709

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[www.docu-mentor.com](http://www.docu-mentor.com)

208-321-0513 (home office)  
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Offering a strong background in document development and editing,  
and a commitment to quality, dependability, and teamwork.

### Performance History:

Identifying Hewlett-Packard user support content classification and tagging documents for taxonomy migration project.

(TarrenPoint contract – 1/2014 – present)

Developing and editing user guides and other customer support materials for print and electronic distribution.

(Aquent Studios contract– 5/2011–1/2014)

Developed user and administrator guides, process and style guides, marketing materials, and white papers for Capella Technologies and Hewlett-Packard print job accounting software (Capella Technologies 9/2008–1/2011)

Developed user and quick-start guides for Capella Technologies print job accounting software (DocuMentor consulting – 7/2005–9/2008)

Developed and managed documents and information repository for engineering documentation related to the design and manufacture of Ugobe Life Forms ([www.pleoworld.com](http://www.pleoworld.com)).

(DocuMentor consulting – 1/2006–9/2008)

Developed user guide, quick-start references, and training materials for J.R. Simplot Food Services warehouse inventory operations.

(Aquent contract – 6/2005–9/2008)

Developed user guide for Hewlett-Packard remote device management application.

(Aquent Studios contract – 4/2005)

Developed user guides and software technical reference manuals for Hewlett-Packard products (Sakson & Taylor Consulting, Inc. /Aquent contract – 1/2004–9/2008)

Developed software user materials for Southwood Pharmaceuticals ScriptPlus product dispensing, inventory, patient record, and reporting software.

(DocuMentor consulting – 8/2004)

Developed pre-sales training materials for Hewlett-Packard products.

(Axiom Creative Consulting contract – 9/2003–1/2004)

Revised product Quick Start and User Guide for 3Com wireless LAN technology.

(Axiom Creative Consulting contract – 12/2003)

Developed customer support documentation for Hewlett-Packard's Knowledge Management/Knowledge Acquisition groups.

(Manpower Professional/Managed Services contract – 2002–2003)

Developed customer support documentation for Hewlett-Packard's Content Knowledge Solutions and Information Engineering groups.

(Lionbridge Technologies – 2000–2002)

Course writing, editing, and test development for Heritage College of Health Studies

(DocuMentor consulting – 1998–2003)

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Researched and developed white papers on proposed distance-learning courses for Weston Enterprises, Inc.  
(DocuMentor consulting – 1998–2003)

Edited and revised administrative manual for Northwest Association of Schools and Colleges.  
(DocuMentor consulting – 2000)

Developed a flash marketing presentation for Volt Integrated Systems' "Insourcing" program in Loveland, CO (Volt Integrated Systems contract – 1999)

Developed lab orientation and training materials for the software test lab at Hewlett-Packard's Colorado Memory Systems division in Loveland, CO (Volt Integrated Systems contract – 1998–1999)

Developed an administrative support process manual for Hewlett-Packard's CSS (Customer Support Services) call center in Loveland, CO (Volt Services contract – 1998)

Developed an administrative and financial process manual for Hewlett-Packard's National Tradeshow group in Ft. Collins, CO (Volt Services contract – 1998)

## Tools:

Microsoft Office

Adobe FrameMaker

Adobe Photoshop

Adobe Illustrator

Microsoft Sharepoint

Paintshop Pro

Arbortext Editor

Adobe Captivate

Corel XMetal

HP Cheetah/Vasont

HP Concentra

SnagIt

## References:

Mary Jean Renstrom  
Lead Information Developer  
Aquent Studios  
[mjr@clearwire.net](mailto:mjr@clearwire.net)

Richard Cudd  
Project Manager  
Hewlett-Packard  
[rickcudd@fiberpipe.net](mailto:rickcudd@fiberpipe.net)

Theri King  
Trainer, Cheetah Systems (HP)  
[theriking@cableone.net](mailto:theriking@cableone.net)

Also please feel free to view my profile and recommendations on LinkedIn:  
<http://www.linkedin.com/pub/darla-scott/0/ba6/2a>