



J. KYLE KIMBERLIN

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EXPERIENCED TECHNICAL WRITER AND EDITOR

Substantial experience with global high-technology companies. Ability to convey complex procedures and concepts clearly and succinctly. Designed and wrote technical manuals, datasheets, marketing briefs, and system specifications from the research stage to publication. Proven writing skills, including syntactical and stylistic expertise. Tenacious attention to detail and dedication to producing work of the highest quality. Proven ability to work independently, setting and meeting deadlines.

- Web and Book Cover Design
- Technical Verification and Document Editing
- Legal Writing and Research
- Illustration using Computerized Graphics and Photography

PROFESSIONAL EXPERIENCE

VITESSE SEMICONDUCTOR CORPORATION CAMARILLO, CA

2008 – 2009

TECHNICAL WRITER, CONSULTING

Professional writing, editing and illustration of datasheets, test plans, and product briefs.

- ❑ Write, edit, and proofread datasheets for a wide array of semiconductor products, including Ethernet, media access, and data storage devices.
- ❑ Work closely with engineers to document chip architecture, electrical specifications, device characterization, microcontroller programming, pin and package configuration, etc.
- ❑ Create diagrammatic illustrations of device configuration, functional timing, and other product attributes.

CONSULTANT, SELF-EMPLOYED CARPINTERIA, CA

2003 – PRESENT

FREELANCE WRITER AND EDITOR

Professional writing, editing and proofreading of technical, academic, business and creative documents.

- ❑ Write, edit, and proofread client documents for punctuation, grammatical usage, syntax, stylistic consistency, etc.
- ❑ Clients include university professors, businesses, civic groups, and fellow professional writers.
- ❑ Provide clients with polished work product, ready for publication.

VEECO METROLOGY SANTA BARBARA, CA

1999 – 2002

TECHNICAL WRITER

Wrote and illustrated manuals for installation, maintenance and operation of automated atomic force microscopes, working in a team of engineers, technicians, and scientists.

- ❑ Wrote to meet the various needs of customers' technicians and company's engineers, trainers, scientists, and technical support.
- ❑ Documented advanced and specialized software applications.
- ❑ Collaborated with Marketing professionals to write materials for nanotech industry trade shows.
- ❑ Redeveloped the company's manuals to eliminate redundancy, saving production time and costs.
- ❑ With the Regulatory Compliance Engineer, I documented S2/S8 and ISO9000 compliance.
- ❑ Designed and built Technical Publications intranet Web site, improving interdepartmental communications and facilitating companywide document access.
- ❑ Solved software problems on immediate deadline, resulting in positive customer feedback.

AGIA CARPINTERIA, CA

1991 – 1999

MEDICAL CLAIMS EXAMINER/CUSTOMER SERVICE

Adjudicated claims under group medical insurance policies, with policy administration and statistical duties.

- Specialized in benefits of supplemental cancer, heart/stroke, and Medicare supplement plans.
- Earned the authority to issue substantial payments.
- Helped patients and their families in times of crisis.
- Maintained high administrative productivity while assisting up to 100 callers per day.

GEORGE WHITE STATE FARM INSURANCE SANTA BARBARA, CA

1989 – 1991

OFFICE MANAGER

Insurance sales and customer service.

- Assisted clients in choosing insurance products to meet their needs.
- Performed policy maintenance, prepared sales and statistical reports.
- Clearly communicated detailed policy terms to the general public.
- Handled initial claims intake, compassionately assisting customers in times of loss and crisis.

CAPPELLO & FOLEY, ATTORNEYS SANTA BARBARA, CA

1986 – 1989

PARALEGAL/LAW CLERK

Legal research, writing, trial and appeal preparation for major business litigation law firm specializing in lending liability.

- Wrote research memoranda, drafted motions and points of authority, summarized depositions and managed client documents.
- Catalogued and summarized evidence for trial.
- Assisted attorneys and clients with discovery.
- Worked closely and effectively with opposing and associated counsel and Court staff.

EDUCATION AND PROFESSIONAL DEVELOPMENT

BA, English (Minor in Philosophy)
Paralegal Certificate
Three years post-graduate study of law

California State University, Chico
California State University, Chico
Santa Barbara College of Law

TECHNICAL PROFICIENCIES

Macintosh and Windows Operating Systems	Word
Framemaker	Excel
PhotoShop	PowerPoint
Illustrator	Outlook
Distiller	Front Page
Filemaker	Publisher
Documentum	Dreamweaver

ASSOCIATIONS

Society for Technical Communication