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RESUME UPDATE

As a Senior Writer / Consultant, here's what I accomplished for a Los Altos start-up pioneer in Java-based office suite software. The client is a pre-IPO start up with seasoned management and a wide experience in technologies and markets including the Internet, desktop software, and consumer ecommerce and enterprise solutions.

Client's award-winning software is an affordable suite of word processing, spreadsheet, and presentation graphics. Its applications seamlessly open, edit, and save directly to corresponding Microsoft® Office files (.doc, .xls, and .ppt). Software lets users easily exchange files with co-workers using Word, Excel and PowerPoint. Pure Java architecture. Runs on Windows or Macintosh. Integrated, Internet-based file sharing and storage with end-to-end security.

Developed User Tutorial and Help Files

- Developed online help system for several Java-based office-suite products
- Designed and implemented help web site comprising hundreds of files
- Develop interactive, web-based tutorials for office suite products
- Delivered all assignments early or on time
- Completed work started by others who quit (they couldn't hack the workload)
- Worked 6-7 days a week for several months
- Developed software to automate web page development and file handling
- Documented all work for effective hand-off to new personnel
- Trained new personnel

Software Checkout

Tested pre-release software and documented bugs. (I'm also an experienced programmer)

Tools Used

ThinkFree Office Suite (Write, Calc, Show, Mail, Contacts, Cyber Folders), MS Office Suite (Word, Excel, Power Point, Outlook, Internet Explorer, etc), Dreamweaver, Netscape, Paint, PaintShop Pro

Summary

Testimonials tell the story:

"Mike, You have been a wonderful asset to the company and I hope that we will be able to do business together again."

-- W.C., Director Engineering, ThinkFree.Com

"Nice job, Mike. I really appreciate you're coming through for ThinkFree. I found it extremely hard to find someone sufficiently diligent and competent for them who'd agree to work onsite as much as they needed. It was a major relief to have them off my "emergency" list."

-- A.D., President, Synergistech Communications, Inc.

Regards,
Mike Hayden

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*"If you think you need an entire staff to get the job done,
let me demonstrate I'm the one you want."*