MINH HARPER

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> Technical writer, illustrator, and graphic designer with additional experience in web development.

EXPERIENCE

RAYTHEON TECHNOLOGIES

TECHNICAL WRITER + ILLUSTRATOR AUG 2018 – PRESENT

- Completed Six Sigma Project to implement an on-boarding wiki for new hires within the engineering directorate.
- Led the technical manual radar team as a ScrumMaster through the AGILE process for development and iterative deliverables.
- Used Jira to track team member progress of assigned work and manage product backlog of pending technical manual procedures.
- Used Creo Illustrate to view, annotate, and export CAD models into vector files for editing.
- Used Adobe Illustrator to create hand drawn illustrations from reference photos when no source files were present.
- Hosted daily team in-person and virtual tag-ups to establish progress of work, address barriers, and maintain the AGILE workflow.
- Used EAGLE Publishing System (EPS) for XML authoring.
- Trained new hires to use Adobe Illustrator for creating compliant illustrations and EPS to author Technical Manual (TM)s.
- Developed approximately 698 S1000D MIL-STD/contractor format illustrations for the technical maintenance manual.
- Wrote for the technical maintenance, U.S. maintainer, operator, and facilities manuals.
- Edited and annotated approximately 169 operator user interface windows for operator actions.
- Participated in all iterative In-Progress Review (IPR)s.
- Collaborated with the System Integration Lab (SIL) Integration and Testing (I&T) and safety teams to virtually and physically validate maintenance manual procedures.
- Met pre and post-Initial Operational Capability (IOC) TM delivery requirements.

TECHNICAL ILLUSTRATOR JUN 2018 – AUG 2018

Supported a complex defense radar program as a technical illustrator, utilizing CAD models to produce approximately 50 S1000D MIL-STD illustrations that accounted for 30% of the TM.

ABACODE CYBERSECURITY

GRAPHIC DESIGNER MAY 2017 – JAN 2018

Designed brochures and white papers used for advertising campaigns for current and prospective clients.

VERY COPY

COPYWRITER SEP 2016 – JUL 2017

Wrote copy for a variety of companies contracting for tailored site, location, and/or product-specific pieces.
- Website front pages
- Affliliate reviews
- Blog posts
- How-to guides
- Press releases

EDUCATION

UNIVERSITY OF SOUTH FLORIDA

BACHELOR OF ARTS (B.A.), ENGLISH / PROFESSIONAL WRITING 2015 – 2017

HILLSBOROUGH COMMUNITY COLLEGE

ASSOCIATE OF ARTS (A.A.) 2011 – 2014

SKILLS

SOFTWARE

- Adobe Acrobat, Illustrator, InDesign, Photoshop, Dreamweaver
- Creo Illustrate, View
- EAGLE Publishing System
- Microsoft Office Suite
- OS: Linux, Windows

CERTIFICATIONS + CLEARANCE

- ScrumMaster
- Active Secret