Barbara L. Casaly

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# Summary

Technical writer/editor and web content specialist with extensive experience writing/editing user documentation and writing/publishing web content.

Work efficiently on-site or off-site, planning time, tracking hours precisely, and meeting project deadlines.

Ramp up quickly with technology and software using a variety of methods to acquire new skills and knowledge.

Work effectively in sole contributor and team environments.

Collaborate with other team members to share knowledge and to complete project deliverables on time.

# Computer Software Experience

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| General | Word, Excel, Visio, PowerPoint, Publisher, Acrobat Professional, SharePoint, Paint Shop Pro, Google Drive |
| Web Content/Publishing | HTML, CSS, content management systems (WordPress, Sitecore, Tridion, TeamSite, Contribute), Dreamweaver |
| Technical Writing | Word, FrameMaker, Flare, SnagIt |

# Contract, Freelance, and Volunteer Experience

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| Web Content Specialist | ***Analog Devices***, Norwood, Massachusetts |
| Aug. 2017 – April 2018Nov. 2015 – Feb. 2017Sept. 2014 – Aug. 2015 | Assisted in the migration of the Analog Devices website from TeamSite (Interwoven) to Sitecore Content Management System.Made web content additions/updates to the website working with content providers and supported teams world-wide.Used SharePoint and Google spreadsheets to track work requests and project status.Wrote process documentation for use by the web content and technical documentation groups. |
| Web Content Specialist | ***First Parish Unitarian Universalist***, Canton, Massachusetts |
| April 2014 – Present | Assisted a web developer/designer in creating a WordPress CMS website.Enter and format web content (text and graphics); maintain pages and posts.Resize and crop photographs to the website specifications.Edited and added screen captures to a WordPress Instruction manual supplied by the web developer, added a Table of Contents, and converted it to PDF.Produced a congregational handbook in Word using a custom template, and including a table of contents, index, and graphics created in Visio. |
| Web Content Publisher | Grand Circle Travel Corporation, Boston, Massachusetts |
| Dec. 2013 – Jan. 2014 | Assisted with web content updates and publishing for the migration of Grand Circle Travel and Overseas Adventure Travel websites from Sitecore Content Management System (CMS) version 6.4 to version 6.6.Quality-checked team members' work, tracking status in a Google spreadsheet. |
| Web Content Publisher | Fidelity Investments, Boston, Massachusetts |
| Feb. 2012 – Aug. 2012 | Published web content for the Fidelity public-facing website using Tridion CMS.Used Excel to track web page information and review status, and SharePoint to maintain content review comments.Quality-checked and edited web page content. |
| Technical Writer/Editor | TRA360, West Newton, Massachusetts |
| Nov. 2011 – Dec. 2011 | Copy edited a user guide for a pharmaceutical company.Wrote a company–internal user guide for a web-based application on incident communications. |
| Technical Writer | GTECH Corporation, Providence, Rhode Island |
| May 2011 – Sept. 2011 | Used FrameMaker to write documentation for Illinois and California state lottery systems. |
| Web Content Specialist | Digitas LLC, Boston, Massachusetts |
| Dec. 2010Oct. 2010 – Nov. 2010April 2010 – July 2010 | Entered content requested by clients into TeamSite CMS for commercial websites (Duracell, Oral-B). Content was provided in several languages. Assisted in the redesign of copy decks for website content and localization. Prepared copy decks in Excel for translation into foreign languages, reflecting the variation in web content for the geographical region. |
| Web Conversion Specialist | UMass Dartmouth, North Dartmouth, Massachusetts |
| Nov. 2009 – Feb. 2010 | As part of a team of web content specialists, assisted in the transition of the university website content to the TerminalFour (T4) CMS. |
| Technical Writer | Omgeo LLC, Boston, Massachusetts |
| Sept. 2008 – June 2009 | Using FrameMaker, revised documentation for products for investment managers and broker/dealers to automate post-trade operations. Document types included message specification, installation, and user interface guides. |
| Technical Writer | Pearson Education Core Technology Group, Boston, Massachusetts |
| May 2008 – Sept. 2008Jan. 2005 – Sept. 2006 | Using Flare, wrote web-based online help for a college-level grade book product and for an electronic publishing authoring tool and viewer. |
| Web Accessibility Coordinator | Commonwealth of Massachusetts, Information Technology Division (ITD), Boston, Massachusetts |
| Dec. 2007 – May 2008Oct. 2006 – July 2007April 2004 – Jan. 2005 | Responsible for the Executive agency website accessibility audit mandate, which involved communication, documentation and training, analysis, and website remediation.As project coordinator, managed the revision of the Commonwealth Web Accessibility Standards, which involved leading meetings of agency webmasters, maintaining a project website, doing research, writing documentation, and compiling web accessibility resource information.Used TeamSite CMS to add and update content on the Mass.Gov ITD website. |

# Education

Bridgewater State College (now Bridgewater State University), Bridgewater, Massachusetts
Bachelor of Arts, Major in Mathematics, Minor in Secondary Education