

STEPHEN W. MITCHELL

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Dear Hiring Manager,

How do you know you are a geek? When someone tells you to “get a life,” and your first response is, “What’s the URL?”

I specialize in translating complex technical systems, software functionality, and operational workflows into clear, process-driven documentation and training materials that support successful implementation and user adoption.

I bring senior-level experience in technical writing, instructional design, and technical training, with extensive exposure to software development lifecycles, system implementation, integration, and project management. I am confident I can contribute immediately to the clarity, usability, and effectiveness of your documentation and training initiatives.

- ✦ Strong written, verbal, and presentation skills with the ability to communicate effectively with executives, engineers, vendors, and end users.
- ✦ Deep knowledge of instructional design frameworks, including ADDIE, ASSURE, Backward Design, Dick & Carey, and the Successive Approximation (SAM) models, adult learning theory, and curriculum development for both technical and business audiences.
- ✦ Advanced proficiency with Microsoft Office and a wide range of documentation and learning tools, including Adobe Creative Suite, Articulate, Lectora, MadCap, RoboHelp, uPerform, Oracle UPK, and TechSmith products.

I perform well in fast-paced, deadline-driven environments and remain flexible and resourceful when solving complex documentation and training challenges.

I invite you to review my portfolio of writing, training, and design work at:

- ✦ **Website:** <http://smitchell.org>
- ✦ **Portfolio:** <http://portfolio.smitchell.org>
- ✦ **Training Evaluations:** <http://evals.smitchell.org>
- ✦ **Employer Testimonials:** <http://comments.smitchell.org>
- ✦ **About Stephen Mitchell:** <http://smitchell.org/about>
- ✦ **LinkedIn:** <https://linkedin.com/in/techsmill>

Please feel free to contact me anytime at 207-210-8750 or by e-mail at steve@smitchell.org

Yours very truly,

Stephen Mitchell

Senior Technical Writer | Knowledge Management | Technical Training



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LinkedIn: <http://www.linkedin.com/in/techsmill>

Portfolio: <http://smitchell.org/portfolio>

Training Evaluations: <http://smitchell.org/evaluations>

Employer Testimonials: <http://smitchell.org/comments/commentlist.html>

About Stephen Mitcehl: <http://smitchell.org/about>

Well done is better than well said.

—Benjamin Franklin