

Mary E. Mowery, Technical Writer

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CERTIFICATIONS/ EDUCATION/ ACHIEVEMENTS

- Technical Writing Certification (2022) from [Technical Writer HQ](#)
- Professional Technical Communication Certification (2021) from the [University of Wisconsin-Eau Claire-Professional Writing Online Portfolio](#)
- Embry-Riddle Aeronautical University (2013), Master of Aeronautical Science, Educational Technology
- [Graduate Capstone Research Proposal](#) (2013) emphasizing the use of educational technology in aeronautical science. The research proposal was interpreted using over 40 articles.

SKILLS

- Technical Writing
- Instructional Systems Design
- Military Training & Education-Contracting/Civil Service
- Technical Content Creator/Editor/Proofreading
- Client-focused
- Experienced communicating with SMEs
- Experienced with Adobe FrameMaker, Madcap Flare, Confluence
- Research

EXPERIENCE

McMurrey Associates/Austin Community College | 07/22 to present |

Part-time Volunteer-Developmental /Content Editor

- Provided recommendations on content included in video tutorials and online user guides for Adobe FrameMaker and Madcap Flare software tool courses, including how step-by-step instructions are written, grammar usage, and formatting
- Revised course content for online tutorials and user guides for Adobe FrameMaker and Madcap Flare courses based on current versions. These revisions have resulted in less confusion among the user audience
- Researched a variety of resources regarding issues with software functionality with Madcap Flare and Adobe FrameMaker

Millennium Corporation | 08/20 to 02/21 | **Instructional Systems Specialist**

- Provided recommendations on technical content of user guides, job aids, and lesson plans for the development of a Navy contract writing system
- Developed and maintained documentation for a 75+ page Navy Training Systems Plan (NTSP) for a Navy contract writing system
- Provided recommendations on written content for training surveys, improving the information-gathering process of 6,200+ potential users of a contract writing system in development

Department of the Army, Fort Sill, OK | 08/15 to 08/19 | **Instructional Systems Specialist**

- Coordinated with 5+ SMEs and academic instructors through the development of user guides, assessments, and lesson plans for Field Artillery and Air Defense Artillery Army courses
- Developed and validated 15+ lesson plans of a restructured Army leadership course, each having 10-30 pages per document
- Steered project in analyzing and interpreting responses for student course critiques, resulting in a 95% increase in responses
- Developed an online survey questionnaire with a turnaround of three days. The rate of responses was 10% greater than expected.

Potawatomi Training & Northrop Grumman Corp, Fort Sill, OK | 09/10 to 07/15 |

Training Analyst

- Coordinated with 5+ SMEs and academic instructors through the development of user guides, assessments, and lesson plans for Field Artillery and Air Defense Artillery Army courses
- Produced and maintained an instructional job aid for information database input
- Worked extensively in the Army information database for quality delivery of training content
- Spearheaded the development of 200+ student assessments for two Army courses, resulting in a 35% progression in identifying learning needs
- Researched and restructured 250+ instructor-led presentations
- Provided oversight with the development, storage, and maintenance of 270+ lesson plans

Comanche County Memorial Hospital, Lawton, OK | 04/09 to 07/10 | **Electronic Biller**

- Developed step-by-step documentation for electronic billers, which improved the productivity of claims processing by about 50%

Aviation Training Consulting, LLC, Altus, OK | 08/06 to 12/08 | **Technical Writer - Instructional Systems Designer**

- Developed and formatted 100+ training simulator guides for a military transport aircraft. Delivered final draft to customers early, with a 95% accuracy rate. Coordinated with 3+ SMEs, team lead, and editors regularly during this effort.