

# Denise Wood

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## Education

**Master of Arts with Honours Linguistics**  
*The University of Edinburgh*

09/2006 – 06/2010  
Edinburgh, Scotland, UK

**Associate of Liberal Arts and Sciences, Cum Laude**  
*Three Rivers Community Technical College*

09/2003 – 06/2006  
Norwich, CT, USA

**High School Diploma**  
*Montville High School*

06/2003  
Oakdale, CT, USA

## Employment

**Technical Writer**  
*Autonomy, an HP Company*

08/2010 – 11/2011  
Cambridge, England, UK

Write and maintain software documentation including end-user manuals, administration guides, and release notes. Work alongside the project developers to improve the existing documentation. Produce documents using Microsoft Word 2007, Adobe FrameMaker 8, and Adobe RoboHelp 7.

**Technical Writer**  
*Valley Technology Ltd.*

06/2008 – 08/2009  
Edinburgh, Scotland, UK

Created bespoke software end-user manuals for clients using Microsoft Office 2007 and LaTeX. Created process charts, case studies, and user stories for the marketing department. Tested new software before releases. Worked alongside the lead developers to improve the software user interface design.

**Shift Manager and Clerk**  
*Beit Brothers Supermarkets*

09/2002 – 08/2007  
Uncasville, CT, USA

Evening shift manager in the deli department, supervising up to 5 workers. Opened and closed the deli, produce, and bakery departments and put together catering orders. Trained workers in deli, bakery, greengrocery, and front-end departments in cleaning and maintenance, stock, till, and customer service including answering phones. Cake decorator in the bakery department.

## Computer skills

*Operating Systems:* Familiar with Windows (XP, Vista), Mac (OS X), and Linux (Ubuntu, Scientific Linux)

*Applications:* Microsoft Office Suite 2003 and 2007 (including Word, PowerPoint, Visio, and Excel), Adobe FrameMaker 8 (unstructured), Adobe RoboHelp for HTML 7, Wordpress, and the unix terminal.

*Languages:* Experience with LaTeX, HTML, and CSS. Basic knowledge of Haskell, Python, Java, and SQL.

## Volunteer Work

### Open Learning Presenter

10/2008 – 06/2010

*Edinburgh University and Edinburgh Linux Users Group*

Edinburgh, Scotland, UK

Gave a series of talks on the topics of “The Gnu Image Manipulation Program as a free and open source alternative to Photoshop” and “The LaTeX document markup system for students” to several audiences.

### Student Representative - Linguistics

09/2006 – 06/2010

*The University of Edinburgh*

Edinburgh, Scotland, UK

Spoke to students in the Linguistics program about any issues they had with the course and brought them to the attention of department heads. Made suggestions for improving the department and student involvement. Attended Student Representative training with SPARQS (Student Participation in Quality Scotland) on 19 October 2009.

### Wardrobe Manager

04/2007 – 04/2008

*Edinburgh University Theatre Company*

Edinburgh, Scotland, UK

Completely reorganised and restructured an extensive costume and prop collection. Worked with the EUTC committee to implement a system of weekly organisation and maintenance of the collection by the members of the theatre company.

### English as a Second Oral Language (ESOL) Tutor

11/2004 – 08/2006

*Literacy Volunteers of America*

Norwich, CT, USA

## Activities

### Committee Member

#### (Linux Special Interest Group Leader)

08/2008 – 08/2010

*Edinburgh University Computing Society*

Edinburgh, Scotland, UK

Coordinator of the Linux Special Interest Group and voting member of the committee.

### Member

09/2006 – 06/2010

*Edinburgh Linux Users Group*

Edinburgh, Scotland, UK

Organised two Linux Install Days. Coordinator for events with the Edinburgh University Computing Society. Active on the Edinburgh Linux Users Group mailing list.

### Technician and Casual Staff

09/2006 – 06/2010

*Edinburgh University Theatre Company's Bedlam Theatre*

Edinburgh, Scotland, UK

Lighting design, audio track editing, rigging lights, operating sound and lighting desks, set design, set building, and general theatre staffing.

## Visa Status

United States citizen holding a United Kingdom Post-Study Work Visa valid until September 2012. Eligible for Extended Leave to Remain after April 2012.