

# Neil V Young



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Website:

[www.neilyoung.com](http://www.neilyoung.com)

## Objective

To find a copywriter position that will challenge me and provide career growth.

## Skills

Project Management, MS Office Suite, RoboHelp, Interviewing, Information Mapping, Technical and Copywriting, Photoshop, Constant Contact

## Experience

Senior Tech Writer, Avatar Partners, Inc.

6/22/2015 to 9/2/2016

Rewrote the failing data modules that made up the HELP section of JMPS Navy/Marine software. Headed the project to redesign Power Point presentations for Joint Mission Planning Software (JMPS) training materials. Designed and updated Installation Manuals and Operational Notes for Navy and Marine projects. Coordinated editorial process for F/A-18, V-22, MH-60, AV-8B, and EA-6B, training manuals. Tested and verified JMPS installation and operation on GETAC military-grade laptops.

Senior Marketing Writer, General Electric/GE Finance

5/14/2014 to 1/15/2015

Created new training and educational manuals for CareCredit medical, chiropractic, dental, and veterinary practices. Compiled online testing material for CareCredit Healthcare training certification. Implemented installation and training of new Salesforce learning management system. Wrote coursework for CareCredit training personnel to use onsite.

Admin II, Port of Long Beach, Port Authority

1/14/2014 to 5/22/2014

Performed desktop support for the scheduled HQ relocation to the Kilroy Airport Center. Compiled and designed POLB records storage and digitized over 10,000 records. Worked with engineers and project leads to determine standards for railroad shoaling, inspection routines, load bearing rates, and maintenance schedules in POLB.

Senior Copywriter, Wells Fargo, NA

9/8/2010 to 12/13/2013

Updated national database for branch and ATM locator for [www.wellsfargo.com](http://www.wellsfargo.com). Updated Services Section pages using Sharepoint for [www.wellsfargo.com](http://www.wellsfargo.com). Ran troubleshooting of redesigned pages to assure proper Web site performance.

## Education

Bachelors, Journalism, Cal State University, Long Beach

Certificates, Desktop Publishing, Information Mapping, UCLA Extension.