DAVID M. MCCANDLESS

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Career Objective: *To obtain a contract or permanent position as a technical writer, with additional opportunities to develop Web, programming, and graphic arts skills.*

SKILLS

Platforms include DOS, Windows 3.1, and Windows 95. Software includes Word 6.0 for Windows, WordPerfect, XyWrite, cc:Mail, Fortran 77, XPL, Turbo Pascal, Pascal, Basic, HTML, JavaScript, Adobe Illustrator, Adobe PageMaker, Adobe Photoshop, Serif Plus, and Adobe Acrobat. Web background includes ForEverWorld Books (professional, ongoing), the Thinking Pot (personal, ongoing), form and table developing, graphic and animation creation, graphics processing, and page design tailoring based on material/audience.

EMPLOYMENT SUMMARY

1996-1997, FED SERVICES, INC.

- Wrote and edited topical magazines Electronic Government (distribution 60,000: 65% civilian, 35% military) and Insight (distribution 60,000: 100% military), focused on technological issues such as DMS, the World Wide Web, and the Year 2000 problem.
- Developed articles for each magazine, from conception through writing and editing.
- Interviewed government agency officials and computer vendors.
- Evaluated outside product and topic submissions.
- Developed and wrote advertising supplements (magazines containing product articles and success stories) for clients such as Adobe and Novell, aimed at government, educational, and major markets.

1995-CURRENT, FOREVERWORLD BOOKS, INC.

- Published role-playing game (RPG) materials, including sourcebooks, adventures, stories and game mechanics, as part of a private hobby venture.
- Evaluated outside submissions and potential staff writers.
- Determined content and submission guidelines.
- Directed product concept and development, wrote material, and integrated other submissions so as to conform to final product concept.
- Handled desktop publishing chores for products, ranging from book design through layout and Postscript file delivery.
- Developed Web design and focus, implementing HTML, PDF, and graphics files.

1990-1996, PROFESSIONAL BOOK GROUP, THE MCGRAW-HILL COMPANIES

- Was responsible for over 100 computer-focused products during tenure.
- Routinely solved book content difficulties and layout problems, from the time of submission until release to the printer.
- Acted as liaison between authors and McGraw-Hill during the editorial process, working towards the best interests of both parties.
- Modified book design to accommodate each manuscript's needs.

1993-1996, Associate Managing Editor
- Hired, trained, and managed a pool of freelance copyeditors.
- Designated money and time for each project, adhering to strict deadlines and costs.
- Developed editorial procedure for handling book/disk packages.
- Developed computer terminology style list for the freelance department.

1990-1993, Manuscript Editor
- Performed substantial copyediting, style coding, and reorganization of computer manuscripts, from high-level C programming and LAN tutorials to online resource hunting and basic-level software guides.
- Developed XPL macros in XyWrite to simplify the editing process, including help-key functions and a table of contents generator.

1991-1996, Assistant Network Supervisor
- Provided helpdesk functions in the supervisor's absence, in addition to handling routine network chores such as backups and reboots and cc:Mail supervisor functions.

1989-1990, LAFAYETTE COLLEGE ACADEMIC COMPUTER CENTER
- Hired to write documentation, became a programmer after learning Fortran 77 on personal initiative.
- As part of a student programming team, developed and coded a career resource interview scheduling application, used by college seniors looking for full-time employment.

EDUCATION
B.A. in English at Lafayette College (Easton, PA), with a focus on writing. Mathematics minor, including physics, two semesters of structured programming, and two semesters of music theory.

conceptual   creative   analytical   objective
intuitive   autonomous   adaptable

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