

Daniel E. Batten

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EMPLOYMENT EXPERIENCE

1. HENRICO COUNTY PUBLIC SCHOOLS, Richmond, Virginia: 2008-2009

Fifth Grade Teacher; Webmaster

Responsibilities included planning and directing the everyday education of over 20 students in a classroom setting, as well as maintaining the school's website.

2. MYOB LIMITED, Melbourne, Australia/Rockaway, New Jersey: 1994-2007

Department Manager; Technical Writer; Webmaster

Responsibilities included managing all people and projects in the Technical Communications Department; determining the style and content for written communication throughout the company; designing, developing, writing, and editing technical documentation; and developing and maintaining the company's corporate websites.

3. SELF-EMPLOYED FREELANCE BUSINESS: 1998-present

Web designer/Webmaster

Responsibilities include designing, developing, implementing, and maintaining various websites for small businesses and non-profit organizations.

4. PCTODAY MAGAZINE, Lincoln, Nebraska: 1996-1997

Contributing Freelance Writer

Responsibilities included writing product reviews for a monthly magazine with a nationwide audience.

5. MANAGEMENT CONTROL SYSTEMS, Hood River, Oregon: 1996

Contract Technical Writer

Responsibilities included creating printed and online documentation and developing a strategy for the company's Internet-based communications.

6. GREAT PLAINS SOFTWARE, Fargo, North Dakota: 1988-1994

Technical Writer; Project Coordinator; Project Manager

Responsibilities included managing and supervising a 12-person division of the Technical Writing Department; formulating and implementing department policies and processes; and writing and editing printed and online documentation projects.

SIGNIFICANT TOOLS EXPERIENCE

Computer Hardware:

Extensive experience with Microsoft Windows-based and Apple Macintosh personal computers; familiarity with older UNIX systems.

Computer Software:

Microsoft Word, Excel, PowerPoint, Outlook, Project, FrontPage; Adobe Acrobat, Dreamweaver, FrameMaker, Authorware, Fireworks, Director, Illustrator, and Photoshop; Lotus Notes; Deva Systems Devahelp; RoboHELP Office; Sonic Foundry Sound Forge; Stellent HTML Transit.

Programming Languages:

HTML; working knowledge of JavaScript, Cascading Style Sheets, and PHP; some familiarity with the C programming language.

EDUCATION

- Bachelor of Arts: Concordia College, Moorhead, Minnesota, 1989
(Majors: English Writing, International Relations)
- Post-Baccalaureate Certificate: University of Richmond, 2008
(Certificate in Applied Studies in Teacher Licensure)

REFERENCES

Employment recommendations are available upon request.