

## **EMPLOYMENT INTERESTS**

Electromechanical Technical Writing, Publications Team Management, Product Support Management, Technical Services, and Program Management are all areas of interest.

## **CAREER RELATED EXPERIENCE**

**2016 to 2020 - Safran Landing Systems Canada Inc. (Formerly M-D Inc and MBD Inc - see below)**  
**Deputy Technical Publications Manager/Technical Publications Controller**

**2011 to 2016 - Messier-Bugatti-Dowty - Technical Publications Controller**

**2005 to 2011 - Messier-Dowty - Technical Publications Controller**

**2003 to 2005 - Messier-Dowty - Technical Writer**

574 Monarch Avenue, Ajax, Ontario

Management of the technical publications resources for the North American team (4-7 in-house team members, 3-4 external contract writing teams, and 14 suppliers, for our 3 main customers).

Project Management - Technical publications control of the data, and resources to create the data, for 2 to 5 aircraft programs with both component and system integration involvement; integration of source data on behalf of the aircraft manufacturer and schedule management for writing, SME review, and customer review.

Responsible for: mentoring of sub-contractors in Canada and India; writing electro-mechanical manuals and bulletins from engineering documentation; internal auditor 2004 through 2006 quality management system - ISO 9001, 14001, and AS9100; Lean/6-Sigma Green Belt – 6 Projects and various improvements; team member on a business harmonization project between sites in Canada, England and France

**1999 to 2003 - Bombardier Aerospace - Senior Technical Writer - Avionics Group**

123 Garratt Boulevard, Downsview, Ontario

Responsible for: writing electro-mechanical manuals from engineering documentation; configuration management of nearly fifty options on over seven hundred aircraft; operator support and validation of documentation through customer contact and site visits; member of the team that developed, tested, and wrote the manual for, an SGML AIPC application.

**1991 to 1999 - Canadian Forces**

**8th Aircraft Maintenance Squadron - Aviation Technician**, Trenton, Ontario

**412th VIP Transport Squadron - Instrument Electrical Technician**, Ottawa, Ontario

Responsible for: servicing and maintenance (with signing authority) of electrical, instrumentation, electro-mechanical, airframe and engine systems on CC144 Challenger (600/601 series), CC109 Cosmopolitan, and CC130 Hercules aircraft; technical writing in the Wiring Diagram Manual from engineering documentation; mapping and writing in the Aircraft Servicing Organization's quality processes; supervision and training of co-workers

**1988 to 1989 – Osso Electric - Electrical Supply Sales & Warehouse Staff**

Retail sales and warehouse duties in an electrical supply outlet.

**1987 to 1988 – Guild Electric, Smith & Long – Electrical Apprentice**

First and 2<sup>nd</sup> years of an apprenticeship to be an industrial commercial electrician.

## **SOFTWARE/APPLICATIONS/LANGUAGE EXPERIENCE**

Microsoft Basics: Word, Excel, Outlook, PowerPoint, SharePoint. Adobe Basics: Reader, Acrobat, Distiller  
Workflow Management: Documentum, Hyland OnBase, Microsoft Project, Secure File Transfer products  
Illustration Design and Viewers: Some CATIA exposure, CATIA Composer Player, PTC CREO  
Writing Tools: FrameMaker, (PTC/Adobe/Adept) Author Editor, Interleaf, Word Perfect, Pages  
Data Management: Oracle Specific Design Databases, Microsoft Access, FoxPro  
Product Lifecycle & Management (PLM): SAP, Siemens TeamCentre, Dassault SmartTeam and Enovia  
Languages: English, Simplified English, SGML, HTML, XML  
Operating Systems (OS): Windows, Windows Server, Unix Servers, Linux Mint and Apple (Various)

## **EDUCATION**

### **2020 to 2022, Humber College**

Real Estate Salesperson Program

### **2003 to 2020, Safran Contracted Training/Safran University (Internal)/MBD/M-D Inc.**

Management Essentials, Project Management Levels I II & III, Finance for the Non-Financial Manager, Controlled Goods Program, Human Factors in Aircraft Maintenance, Canadian Aviation Regulations, Flight Safety Management System, ISO 9001, ISO 14001, Introduction to S1000D, Conducting Effective Interviews, Skilled Presenter, Leading Effective Meeting, Conflict Management/Dealing with Different Personalities, Managing Me, Successfully Interacting with Others Using DISC, Understanding & Appreciating Cultural Differences, Respect in the Workplace, Product Service Integrity Program, Stress Management, True Colors, Security Awareness, WHIMIS

### **1998 to 1999 - Royal Military College, Kingston, Ontario**

Bachelor of Military Arts & Science (8/15 complete)

### **1993 and 2000 - Bombardier/Canadair Ltd.**

Regional Jet familiarization Course, Challenger Instrument/Electrical Course, Challenger Troubleshooting Skills, CARs, WHIMIS

### **1992 and 1996 - 426th Training Squadron, Trenton, Ontario**

CC130 Hercules Maintenance, Aviation Technician, CC109 Cosmopolitan Maintenance, Instrument Electrical Technician, Aviation Technician (airframe, engine, weapons, and safety systems)

### **1990 to 1991 - Canadian Forces School of Aerospace Technology & Engineering, Borden, Ontario**

Aircraft Instrument Electrical Technician (instrumentation, electromechanical systems, computer/electronics systems, computer architecture and digital data)

### **1990 - Canadian Forces School of Communications & Electronics, Kingston, Ontario**

Performance Oriented Electronics Training (electronics mathematics, electrical theory, power supplies, solid state theory, oscillators and vacuum tubes)

## **OTHER EXPERIENCE, TRAINING AND INTERESTS**

Sailing, Gardening, Chess, Travel, CEO Fortified Publications Inc., (an employee engagement start-up)  
Experience in Chair, Treasurer, Secretary, and Director roles within several different Not-for-Profits.  
Parent Lead - Durham Adoption Support Group (Affiliated with the Adoption Council of Ontario)