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| Robin Bjorgan Résumé | |
| **14 Selden Street,** Rochester NY 14605 | |
| Technical Writer/Translator | |
| 585.354.5956, [rdb23@cornell.edu](mailto:rdb23@cornell.edu) Portfolio: [www.rbjorgan.com](http://www.rbjorgan.com) | |
| Summary | For the past 19 years, I have worked as a technical writer for various chemistry, biotechnology and engineering companies. Roughly one-quarter of my duties involved translating technical documents, mainly patents, from Japanese (and to a lesser extent Chinese) into English. I have also performed freelance work for the Joint Publications Research Service. |
| Skill Set | * Translated documentation from **Japanese** to **English** (biotech, chemistry, medical device, engineering) * Experienced using Trados (2009) I have used Trados professionally and still have about two dozen termbases and translation memories. * Produced work instructions and presentations using MS Office (Word, PowerPoint, Excel). * Created hard copy, pdf, and online technical documentation (user guides, brochures, quick reference guides, service manuals, etc.) using Adobe products (FrameMaker, InDesign, Acrobat, Photoshop, and Illustrator). * Generated online help files using WebWorks ePublisher * Built websites using MS Access, Excel and Dreamweaver that passed ISO9001 audit. * Wrote documentation following FDA cGDP (21 CFR Part 801, Part 820) and ISO13485. |
| Work Experience | EAGLE PRODUCTIVITY INC., Rochester, NY (pharma training company) 2016  **On-Call Contract Script Writer**   * Created online interactive video scripts for pharmaceutical industry training. * Created documentation for software application training.   COMPLEMAR INC., Rochester, New York (fulfillment company) 2013-2016  **Technical Writer, Corporate Trainer**   * Wrote software documentation and performed software validation. * Acted as corporate trainer, course content developer. * Created web-based trainee database. * Acted as supervising pharmacist holding Supervisor Certificate from New York State Board of Pharmacy for registered wholesaler-repacker of drugs and/or devices.   BJORGAN DESIGN, (architectural firm) Rochester, New York 2010-2013  **IT Administrator**   * Performed the services of IT administrator. * Website developer.   AFFYMETRIX, Santa Clara, California (biotechnology company) 1998-2010  **Senior Technical Writer/Translator**   * Patent translator * Produced hard copy, pdf and online end user technical documentation for software applications and medical device operation. * Wrote service documentation for medical device and analytical instrumentation. |
| Education | M.S., Biochemistry, California State University, Long Beach  B.A. Cum Laude, Asian Studies (Chinese/Japanese languages), Cornell University, Ithaca, NY |