

DONALD J. CHIECHI

TECHNICAL CONTENT WRITER

SUMMARY

With fifteen years of experience writing technical content, along with four years of teaching English as a Second Language, I now enjoy working as a freelance technical content writer, specializing in drafting effective business communications, in crafting engaging classroom lessons, and in giving a complete makeover to any published message that is not fulfilling its intended purpose.

EDUCATION

Sep 1989–Dec 1994
California State University, Fullerton
Bachelor of Arts, Communications
Honors: Dean's List (GPA: 3.5/4.0)

SKILLS

Writing	Putting complicated ideas in simple words.
Science and Technology	Understanding industrial processes and concepts.
Research and Exploration	Gathering information for content area proficiency.
Proofreading	Reviewing sentence cohesion and coherency.
Teamwork	Communicating well with other departments.
Sociology	Figuring out who the target audience is.
Critical Thinking	Generating clear and concise output for maximum synergy.
Common Sense	Asking around and listening to people's opinions.

CREDENTIALS

Issued: Aug 2006–Expires: Oct 2025
California Commission on Teacher Credentialing
Adult Education Teaching Credential
Subject: English as a Second Language (ESL)

CONTACT

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EXPERIENCE

Dec 2021–Present

Technical Writing Specialist
Self Employed, Remote

- Meet with subject-matter experts to ensure specialized details are appropriately addressed.
- Thoroughly research related industries where they intersect with the topic for overarching knowledge.
- Review and/or copyedit content drafted by other members of the team.
- Develop meaningful content that optimizes reader comprehension and interest.
- Ensure the layout and design is appealing and effectively supports the message.

Jun 2000–Nov 2015

Account Executive
Silver Spur Corporation, Cerritos, CA

- Prospected new sales by cold calling businesses.
- Attended trade shows and hosted customer events.
- Collaborated with key decision makers to identify opportunities and develop new ideas.
- Negotiated terms and conditions with clients.
- Prepared and utilized the following documentation:

Product Spec Sheets, Proposals, Prospecting Templates, Root Cause Analysis (RCA), Sales Reports, Standard Operating Procedures (SOP), and Training Instructions.

Sep 2006–Jul 2010

English as a Second Language (ESL) Teacher
Norwalk-La Mirada School District

- Created engaging classroom lesson plans for non-native English speaking students.
- Utilized rapport-building teaching techniques to help increase students' proficiency in English.