

LISA J. O'BRIEN, M.G.A.
Writer/Editor
7408 Maple Avenue
Takoma Park, MD
301-526-2038

EXPERTISE **Writer/editor with over 25 years of experience supporting Federal government clients in the creation of technical materials.**

EDUCATION **Degrees**

- M.G.A., Master of General Administration/Applied Management, University of Maryland University College, College Park, MD
- B.S., Journalism, University of Maryland, College Park, MD

Professional Development and Training

- Information Architecture, USDA Graduate School, Washington, DC
- How To Design Usable Websites, Human Factors International, Bethesda, MD
- Information Architecture, West Lake Internet Training, Arlington, VA
- Webpage Development, Editorial Experts, Alexandria, VA
- Writing, editing, and production classes, Editorial Experts, Alexandria, VA

EMPLOYMENT

01/2009-Present **Independent Consultant**

Provide technical writing and editing support to government contractors in the Washington, DC area. Work involves:

Technical and Scientific Reports. Assignments require substantive editing, proofreading, fact-checking, and bibliography/reference research and formatting. Skilled in applying style guidelines with expertise in adhering to the *Government Printing Office (GPO) Style Manual*. Create and repurpose content for various audiences, including limited literacy groups. Have provided support to:

- U.S. Department of Health and Human Services
 - National Institutes of Health, National Cancer Institute
 - Centers for Disease Control and Prevention, Center for Injury Prevention and Control
- U.S. Department of Labor
 - Women's Bureau
 - Office of Disability Employment Policy
 - Employment and Training Administration
- U.S. Department of Veterans Affairs
 - Center for Injury Prevention and Control

Meeting Summary Reports. Assignments require attending, recording, and reporting on meetings of a range of audiences from focus groups, think tanks, working groups, and expert panels to large conference events. Extract discussion topics from group dialogue and write summary reports. Experienced in providing various levels of detail ranging from word-for-word transcripts to quick turnaround action item lists. Have provided support to:

- U.S. Department of Health and Human Services
 - National Institutes of Health
 - National Institute of Biomedical Imaging and Bioengineering
 - National Cancer Institute

- Centers for Medicare and Medicaid Services, National Medicare Education Program
- U.S. Food and Drug Administration
 - Center for Tobacco Products

07/2002-01/2009

The MayaTech Corporation
Silver Spring, MD

Technical Writer/Editor

Provide print- and web-based technical writing and editing for Federal government clients, primarily within the U.S. Department of Health and Human Services (HHS) Substance Abuse and Mental Health Services Administration (SAMHSA). Examples of products include fact sheets, newsletters, technical reports, meeting summaries, and website architecture and content. Create and maintain website content and architecture for MayaTech's corporate internal and external websites. Develop and conduct website usability tests. Experience in developing websites that comply with Federal Government policies. Experience with the use of various writing style manuals including the *Government Printing Office Style Manual*.

11/2001-07/2002

Forum for Youth Investment
Takoma Park, MD

Communications Consultant

Provided writing, editing, and administrative planning for a nonprofit organization. Accomplishments include development of an online newsletter and plans for several brochures. Administrative assignments involved establishing systems and plans for inventory distribution, publications development, and website user testing.

09/2000-11/2001

Annenberg Foundation Corporation for Public Broadcasting
Washington, DC

Interactive Services Manager

Managed activities associated with maintaining and enhancing the Annenberg Foundation website, www.learner.org, with emphasis on usability. Wide-ranging responsibilities included management of web content, technology, and administration. Major accomplishments included migration of website from an outdated server to a new server, upgrading old software and programming languages to current standards, redesigning the website including complete reorganization of content/architecture and the "look and feel," converting static pages to dynamic pages, and reworking the backend databases and administrative tools.

07/1994-09/2000

Eagle Design & Management, Inc.
Bethesda, MD

Editorial Operations Manager/Web Production Manager/Web Content Specialist

As Editorial Operations Manager, managed the writing, editing, and production of a broad range of print publications for Federal government clients primarily within the National Institutes of Health (NIH). Developed a materials-production tracking system to ensure on-time delivery of high-quality expert panel reports, fact sheets, newsletters, booklets, and other print materials.

As the Web Production Manager, supervised development and maintenance of health information websites for the following institutes:

- National Institute for Diabetes and Digestive and Kidney Diseases (NIDDK)
- National Institute on Deafness and Other Communication Disorders (NIDCD)
- National Eye Institute (NEI)
- National Institute of Arthritis and Musculoskeletal and Skin Disease (NIAMS)

As the Web Content Specialist, managed and coordinated repurposing of print publications to web pages with an emphasis on universal access. Conducted user testing and worked with graphic designers and technical staff to create user-friendly and content-rich websites.

05/1986-07/1994

***University
Research
Corporation***

Chevy Chase, MD

Writer/Editor/Publications Coordinator

Provided writing, editing, and production coordination for the materials development component of projects for the National Clearinghouse for Alcohol and Drug Information (NCADI); National Heart, Lung, and Blood Institute (NHLBI); and the National Institute for Child Support Enforcement.

01/1983-05/1986

Vitro Corporation

Silver Spring, MD

Technical Editor

Edited, coordinated, and produced technical training manuals and proposals for Department of Defense projects.