

Herbert E. Thornton
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Career Focus **Writer/Editor responsibilities with a documentation firm, book publisher, or educational software firm.**

Experience Summary

- Experienced in writing telecom documentation, survey questions, research reports, and poetry.
- Well versed in copyediting, transcription/editing of interviews, and proofreading, most recently as assistant editor for a business periodical.
- Strong technical command of the English language
- Competent researcher

Education **B.A., Sociology, N.C.C.U. Durham, N.C.** 1998

Professional Experience

Junior Statistician – *N.C.C.U.*, Durham, N.C. 6/05-6/08

- Created website for Student Alcohol Use Surveys
- Edited, rewrote, and proofread all survey questions.
- Worked with various departments to publish results online.

Technical Editor – *Nortel Networks*, RTP, N.C. 7/01 - 4/05

- Compiled and Authored router software documentation.
- Documented support for WAN connectivity
- Transferred files on lease-expired systems.

Information Architect – *iXL*, Charlotte, N.C. 6/99 - 5/01

- Created sitemaps for e-clients.
- Created ad copy for marketing group.
- Collaborated with programmers for web functionality.
- Conducted usability tests before site rollouts.

Computer Skills FrameMaker • VISIO • Microsoft Word • PageMaker • RoboHelp • UNIX, IBM and Macintosh Systems

References Available Upon Request