

Cynthia A. Lockley

Washington, DC metropolitan area

Web Developer and Technical Editor

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Professional Summary

Ms. Lockley is a versatile Web diva with hands-on experience in writing, editing, designing, publishing, and managing award-winning World Wide Web (WWW) sites for Internet and intranet use. She is an expert in accessibility requirements for Web sites and hand tagging and design requirements for compliance with the World Wide Web Consortium (W3C) and the Federal government's Section 508 requirements for Internet accessibility. She has hands-on team leadership and management experience in a variety of fields such as research and development, software and hardware documentation, engineering manufacturing, and education. Ms. Lockley works well with people and takes pride in providing high-quality work and meeting deadlines.

Present Position

Volunteer Webmaster for the Washington, DC Chapter and the AccessAbility SIG of the Society for Technical Communication. Active contributor on the chapter's blog, the STC Webmasters discussion list, and the AccessAbility SIG's discussion list and blog.

Career Experience

General Dynamics AIS (1997 to 2006). Marketing and Communications Web Developer / Marketing Specialist with General Dynamics Advanced Information Systems (GDAIS), Surveillance and Reconnaissance Systems (SRS), Arlington, Virginia. Ms. Lockley joined GDAIS SRS, Arlington, Virginia, in January 1997 as a part-time Webmaster to redesign the corporate Web site of a small research company (Pacific Sierra Research). She updates and maintains input for the corporate and intranet Web pages for SRS and works on Web-related projects for specific programs. She also edits marketing materials and technical reports. Telecommutes using DSL and VPN communications on Macintosh OS X and Windows XP platforms.

Andersen Consulting (now Accenture) Technology Park (1998). Ms. Lockley was a Consultant with the Technical Integration Services (TIS) EMEA (Europe, Middle East, Africa, and India) Information Development Services in Sophia Antipolis, France. She wrote and edited white papers and executive summaries, assisted with translation of technical reports, and provided training on Web page development.

Various clients (1996 to present). Ms. Lockley works as a freelance part-time (both paid and volunteer work) Web Developer and consultant for various clients.

IBM Corporation (1988 to 1996). Ms. Lockley was a Senior and an Advisory Information Developer. From 1995 through 1996, Ms. Lockley was an Advisory Information Developer with the IBM Internet Division, holding positions as a member of the Web Page Team in Marketing Technical Solutions, team lead for Information Development for the IBM infoMarket technical documentation, and member of the matrixed World Wide Web Page Team. She wrote and edited HTML pages for the World Wide Web (WWW), edited and reviewed marketing and technical documentation, and tested function and presentation of the Web pages. From 1988 to 1995, Ms. Lockley was a Senior Information Development (ID) Planner, lead technical writer, and editor on several computer documentation projects for ImagePlus platforms (client/server, AIX/6000, MVS/ESA, AS/400, and System/36). As an ID Planner, she designed the libraries for each project, planned the schedules, tracked and managed tasks, coordinated the vendors and writers, and performed the functions of the Lead Writer, Vendor Coordinator, and Technical Editor for each project. She edited the 1994 IBM Internal Malcolm Baldrige quality assessment. She maintained the softcopy for the CD-ROM collection kit. She provided consultation and training to others on how to use HTML, BookMaster (a text markup language), personal computers, and printers. Ms. Lockley also worked as a project manager for several projects and was responsible for terminology control for the Bethesda lab.

American Institutes for Research (1985 through 1988). From 1985 through 1988, Ms. Lockley worked as a Communications Specialist for the American Institutes for Research (AIR) Document Design Center (DDC) in

Washington, D.C. Ms. Lockley was an Assistant Project Director, Senior Editor, and Technical Writer on many of the computer documentation projects for the Document Design Center.

The Singer Company Link Simulation Systems Division (1979 to 1985). Before joining AIR, Ms. Lockley worked for six years with The Singer Company Link SSD in Silver Spring, Maryland from 1979 through 1985. She held positions as a Documentation Specialist, Supervisor, and Section Head (Manager) of Engineering Documentation for Military Products Engineering. She also served as the Acting Department Manager of Engineering Documentation and Software Configuration Control in Military Products Engineering during a reassignment of manager's tasks for a 9-month period.

Computer Sciences Corporation (1974 to 1979). From 1974 to 1979, Ms. Lockley was an Engineering Analyst, Electrical and Mechanical Draftsperson and Supervisor, and Documentation Specialist for the Computer Sciences Corporation in Silver Spring, Maryland. This work was connected to contracts with NASA Goddard Space Flight Center, Greenbelt, Maryland.

University of Maryland Department of Physics and Astronomy (1974). In 1974, Ms. Lockley worked as a Technical Illustrator for the Department of Physics and Astronomy at the University of Maryland in College Park.

University of Utah Physics Department (1972 through 1973). From 1972 through 1973, Ms. Lockley was the Graphic Arts Director and a Laboratory Technician for the Physics Department at the University of Utah in Salt Lake City.

The University of Karlsruhe, Institut für Chemische Technik (1971). In 1971, Ms. Lockley worked as a Laboratory Technician for the Institut für Chemische Technik at the University of Karlsruhe in Karlsruhe, Germany. She also translated into English, edited, and proofed scientific papers and reports for publication in British and American journals and for NATO.

University of Utah Physics Department and the Materials Science Department (1966 to 1971). While a university student (1965-1971), Ms. Lockley financed 100% of her college education and living expenses by working part-time jobs doing experimental solid state physics lab work, and technical analysis of metals and ceramics.

Various employers (1965-1970). During college, Ms. Lockley also held part-time and full-time jobs as the Administrative Assistant and Acting Director of **Odyssey House, Inc.** (a drug rehabilitation program); as a Production Line Worker for the **O.C. Tanner Jewelry Company**; and as a Dietary Aid in the Clinical Research Kitchen for the **University of Utah, Medical Research Center**.

Software and Application Experience

- Cascading Style Sheets (CSS)
- XHTML 4.1 Strict, PHP, WordPress, HTML 4.0.1 Strict and Transitional, W3C link checkers and validators, CynthiaSays
- BBEdit text editor, Homesite, Contribute
- Adobe Illustrator, Adobe Photoshop, Adobe Acrobat Pro, Canvas, Macromedia Fireworks, GraphicConverter, Toast, Art Directors Toolkit, File Buddy, iCal, iChat, iDisk, iPhoto, VuScan
- Browsers (on both Macintosh OS X and Windows XP): Firefox, Safari, Camino, Netscape, Mozilla, iCab, Opera, Internet Explorer, Lynx Viewer, IBM WebExplorer, Mosaic
- Microsoft Word, Excel, and PowerPoint
- Eudora Pro, Mozilla Thunderbird, Microsoft Outlook Exchange
- Mac OS X, Windows XP
- Fetch (Mac OS X) and CuteFTP (Windows XP), DSL and CISCO VPN communications, Telnet, FreePPP
- CGI, Javascript
- IBM SGML, IBM BookMaster, IBM ProcessMaster, IBM OfficeVision, OS/2 V2R1, OS/2 WARP, DOS, VM/CMS, TCP/IP, AIX/6000, PERT/CPM, Job Control Language (JCL), IBM Time Sharing Option (TSO), XEDIT, RACF, HONE, VISICALC, IBM PROFS, Lotus 1-2-3
- UNIVAC Data Base Management Systems (DMS 100 DDL/DML), FORTRAN IV, COBOL, BASIC

Hardware Experience

- Power Macintosh G3, G4, and G5
- Dell Latitude D600 Notebook, Hewlett-Packard Pavilion Notebook ze5500, IBM Thinkpad Model 755C
- Power Macintosh 6100/66, 8100, 8500, and 9500; Macintosh II, Ilci, and Macintosh Plus, Apple II+
- IBM PS/2 Models 57, 70, 80, and 90, IBM PC, XT, and AT; IBM 3279 terminals, Wang OIS, IBM System/390, IBM S/370, IBM S/360, IBM S/360-75, and -91
- USB hubs; Thumb ports; Digital card readers; Iomega Zip and Jaz disks
- Epson Stylus R300 color printer, Epson Perfection 1640SU scanner
- HP and Brother Laser printers; LaserWriter Pro and Select 360, Canon Color Laser Printer 800, Apple LaserWriter, IBM 4019 LaserPrinter, IBM 3812, 3816, and 3820 printers, IBM, Macintosh, and Epson dot matrix printers
- External hard drives
- CD Writer, Apple PowerCD, DEC PDP-11, Harris 300, 500, and 800, Perkin/Elmer mini
- UNIVAC 1108, 1106, and UNIVAC 1100/40; Xerox Sigma 5; IBM 3274 Control Unit; Osborne; COMPAQ Portable Plus

Webography

Personal site: <http://www.lockley.net>

Other URLs: <http://www.stcfdc.org>
<http://www.stcfdc.org/wdcblog>
<http://www.stc-access.org>
<http://www.stcsig.org/sn>
<http://www.stcregion.org/region2>
<http://members.aol.com/jmacbeth>
<http://members.aol.com/modelfrance/>

Work pages: work and project-related URLs

Education

B.S., University of Maryland University College,
Information Systems Management, 1982.

Post-graduate courses, University of Utah,
Linguistics, TESOL, and Modern Greek, 1972-1973.

B.A., University of Utah, English, 1972. Language studied: German.

Professional Education

Internal and external courses and seminars on project planning and technical skills.

Affiliations

American Association of University Women (1999 to present)
Society for Technical Communication (STC); **Fellow** (1979-present); Chapter President (2000-2001 and 1998-1999); Immediate Past President (2001-2002 and 1999-2000); member and Web Diva AccessAbility SIG (2003-present) and Special Needs Committee (1999-2003); member Electronic Media Committee and Region 2 Coordinating Webmaster for 13 chapters (1998-2006); Chapter First Vice President and Programs Manager (1997-1998); Chapter Second VP and Competitions Manager (1996-1997); Chapter Public Relations Committee Manager (1995-1996); 1995 Annual Conference Public Relations Committee Manager (1994-1995); also Chapter Web Diva (1996-present); competitions judge; committee manager

Past Affiliations

Association for Women in Communications (AWC) (1988-2003); Washington, DC Chapter Webmaster (1997-2003)
University of Maryland University College Communications Studies Advisory Committee (1997 to 2005)
Vesta, Inc.; member of the Board of Directors; held offices of Treasurer and Vice Chairman (1992 to 2002)
Who's Who Worldwide (1993-1994)
Women of Washington, Inc. (1998 to 2006)

List of awards, honors, recognition, recent professional presentations, and references provided separately.