

# GREGORY LOWELL HARRIS

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## PROFESSIONAL PROFILE

Talented and highly skilled writer and editor with a background in newspaper, magazine and book publishing. Experienced in journalistic, critical, instructional and persuasive writing. Skilled in documentation, validation, training and support of computer systems. Expert in use and instruction of PC- and Macintosh-based operating systems and applications, Web site design and the Internet. Relevant skills include:

- *Oversight of content quality and management of production schedules for best-selling computer book series; creation of standards and procedures for new book series*
  - *Expert in major software applications, including Microsoft Office, Project, Visio, and Outlook; DOS, Windows, and Macintosh operating systems; the Internet, HTML, DHTML, JavaScript, Dreamweaver, Flash, Photoshop, PageMaker, Lotus Notes, and Crystal Reports*
  - *Web site design, creation and maintenance; iNet+ and CIW Certified*
  - *Management of contributors and editing of submitted copy to ensure top quality*
  - *Software training and instruction for beginning through advanced students*
  - *Unusually proficient at business communications; concise, informative and entertaining prose; familiarity with AP style*
  - *Ability to produce top-notch work under tight deadlines and with little preparation time*
  - *History of publications available at <http://members.aye.net/~gharris/ghworks.htm>*
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## PROFESSIONAL EXPERIENCE

### **AFFILIATED COMPUTER SERVICES, INC.**

Trainer

2003-Present

Compiled software and business process documentation and conducted training classes.

### **ANALYSTS**

**INTERNATIONAL**

Software Analyst

2001-2003

As a technical writing and validation consultant, created and maintained system validation documentation, conducted training classes, evaluated and developed operating procedures, designed document templates, and assisted with software migration.

### **FREELANCE WRITING:**

#### **DESTROY-ALL-MONSTERS.COM**

Assistant Editor

2002-Present

Regular contributor of news and feature articles, interviews, and book, music, game, and movie reviews for a prominent Asian-American popular culture Web site (<http://www.destroy-all-monsters.com/>). Responsible for editing and posting submitted copy and assisting with site coding and design.

#### **TECHREPUBLIC**

Content Provider

2001-2003

Researched and wrote articles about support, training, and online security for CNET Networks' information technology Web portal (<http://www.techrepublic.com/>).

#### **BOOKPAGE**

Reviewer

999-Present

Regular contributor of reviews of printed and electronic books, interviews and feature articles for a specialized book review publication.

# GREGORY LOWELL HARRIS

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**NEW HORIZONS  
COMPUTER LEARNING  
CENTER**  
Certified Instructor  
2000-2001

Instructed classes through the advanced level over a wide variety of computer applications, from business software products to Web design, operating systems and the Internet. Designed and taught customized courses and evaluated courseware.

**MACMILLAN USA/QUE  
PUBLISHING**  
Development Editor  
1998-2000

Managed editorial process and quality for numerous computer- and Internet-related books. Responsible for overall quality of finished product, which included best-selling titles, and maintenance of positive relations with authors. Established guidelines and procedures for several new book series covering cutting-edge Internet and ebusiness subjects.

**NEW HORIZONS  
COMPUTER LEARNING  
CENTER**  
Certified Instructor  
1997-1998

Instructed classes through the advanced level over a wide variety of computer applications, from business software products to Web design and operating systems. Taught specialized courses about the Internet.

**LOUISVILLE ECCENTRIC  
OBSERVER**  
Staff Writer  
1996-1997

Composed a weekly restaurant column combining news, profiles and opinion, contributed occasional reviews and feature articles.

**THE COBB GROUP**  
Author  
1994-1997

Created, wrote, managed, and edited an aviation simulation journal. Managed publishing schedule, story budgets and contributors, provided photographs and graphic art, assisted in layout and design. Managed and edited technical software journal covering DOS and contributed copy to several others. Released on-line CD versions of software documentation and user guides.

*Editor*  
1991-1994

Proofread and edited copy for the monthly technical journals covering a wide variety of software titles; researched and contributed technical articles.

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## EDUCATION

iNet+ and CIW Certified, 2001

Bachelor of Arts in Political Science with a minor in History, University of Louisville, 1989  
Completed one year of post-bacchalaureate study in creative writing and Russian, U of L, 1990  
Graduate, St. Xavier High School, Louisville, KY, 1985

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