

Janet Levy

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General Background

Born: March 29, 1968 in South-Africa

Aliya Date: 1977

Professional Experience

Retalix

2011 to Present

Senior Technical Writer

Tasks include:

- A senior technical writer responsible for the Project Documentation Package required to be submitted to the client. This includes, interviewing the SMEs for the installation, user and administration guides, writing the user stories from the Agile system, installing the SQL database, server and client systems and capturing the relevant screens for the release. Working on an ongoing basis with the client after review and feedback under very tight deadlines.
- Updating the documentation for the company on an ongoing basis while working together with the documentation team. This includes the Online Helps, Release Notes, Functional Highlights, User Guides, Administration Guides, Technical Documents and more.

Logic

2010 to 2011

Freelance Technical Writer

Tasks include:

- The divisional sole technical writer. Responsibilities include managing, writing and updating all divisional documentation. Documentation includes, replying to RFIs and RFPs, updating Technical Drawings, Testing Documentation, Logistic documentation, reports, MOMs, RFCs, Acceptance testing documentation and more.
- Managing the divisional documents in SharePoint 2010 and Agile. Includes defining folder structure, meta-data management, version control and more.

Jacada

2008 to 2010

Technical Writer

Tasks include:

- Writing and updating Development and Administration Guides, APIs, Online Helps, Tutorials and the associated release documents for Jacada Programmers.
- Code development writing and naming, includes editing English in Javascript and C# code files and naming the features and methods together with the developers during the development stages of the product.
- Produced e-Learning and training material using Adobe Captivate, Camtasia and Power Point.

Cimatron

2005 to 2008

Technical Writer

Tasks include:

- Writing Online Helps, User Manuals, Tutorials and the associated release documents for the CimatronE product. These include, API, Assembly, Die Design, NC, Drafting, Diagnostics, Mold Design, Sketcher and more.
- Checking and editing the English for the software, as well as the various design and specification documents and other correspondence, as required by the engineers.

Intelitek

2002 to 2004

Technical Writer

Tasks include:

- Writing User Manuals and E-Learning Curriculum for product line systems, as well Online helps for hardware and software products. These include: CAD/CAM, CNC training systems, robotics, machine vision, FMS, CIM systems, hydraulics, pneumatics, PLC, sensors, process control, data acquisition and more.
- Setting up and maintaining the companies' electronic archives. This included implementing a version control and ECO system together with the QA department as well as coordinating the receipt, distribution and approval of the documents within the company.

DocuStar Documentation Services Ltd.

1999 to 2002

Technical Writer

Writing hardware and software documentation for the high-tech field and health care.

Including, User Manuals, Administration Guides, Maintenance/Operational Manuals, Installation Manuals, Training Material and more. Examples of the types of applications documented:

Company

Exanet, Storage Systems

Flash Networks, Networking and Communications

Kulicke and Soffa, Dicing Systems

Smart Solutions, User Training Course for Document Management

Teva Pharmaceuticals Ltd.

1993 to 1999

Scientific Writer & Documentation Specialist

- Collating, writing, editing and coordinating all documentation required for Drug Registration Manuals for the USA and European Regulatory Authorities: ANDA's, NDA's, European Regulatory Submissions.
- Translations of Standards Operational Procedures and Manufacturing Batch Records.
- Part of the team responsible for implementing an Electronic Document Management System for the registration department and TEVA. Tasks included defining the user requirements for an electronic documentation system for managing the companies' documents and reviewing various suitable software packages (such as Documentum).

Computer Skills

Framemaker, Microsoft Word, Microsoft Excel, Visio, Power Point, Corel Draw, Microsoft Access, Paint Shop Pro, Robohelp, Acrobat (pdf), Webworks, Adobe Captivate, Camtasia, Working knowledge of SQL and HTML, Basic knowledge of Java and C#, Basic knowledge of SharePoint.

Courses

Programming Basics - Java Course for Technical Writers – Curriculum included an overview of Javadocs, Interfaces, Classes and Methods, Java beans, Interprise beans, Annotations and more – 2010

Adobe Captivate – 2010

Structured FrameMaker – 2009

HTML Helps - Training Course – 2000

Yeda School of High Tech Studies – Technical Writing Course - 1998

1988 to 1991

Education

Hebrew University Jerusalem

First Degree - Bsc. in Food Technology - Biochemistry and Nutrition, Agricultural Faculty

Languages

Fully Bilingual

	<i>SPEAK</i>	<i>READ</i>	<i>WRITE</i>
<i>HEBREW:</i>	<i>Excellent</i>	<i>Excellent</i>	<i>Excellent</i>
<i>ENGLISH (mother tongue):</i>	<i>Excellent</i>	<i>Excellent</i>	<i>Excellent</i>