

Juanita Stone

479-206-0107

Mena, Arkansas

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Summary

Experienced technical writer, project manager, and web developer looking to bring valuable skills to your projects. Willing to relocate.

Skills Summary

- Reliable
- Skilled Writer, Communicator, Presenter
- Project Management
- Time Management
- Establish Processes and Procedures
- Organizational Skills
- Leadership Skills
- Skilled with Software
- Team Player
- UX Design
- Coordinate Services
- Data Gathering and Reporting.

Employment

ESS, Substitute Teacher, – PreK-12, Special Education.

Teach in classroom when the regular teacher is absent.

JJS Services, – Owner, Writer, Web Designer, Business Assistant.

Develop websites, flyers, business cards, handbooks, or other projects requested by customer. Software used, Canva, Figma, Adobe XD, MS Word, MS Expressions Web, and HTML.

Rocking Stone Learning Center, – Owner, Director, Educator, and Tutor.

Tutor students in areas needed. Develop class description, curriculum, and teach class. Software used, Canva, MS Word, and MS PowerPoint. Google slides, docs, forms, and classroom are also used.

Outschool & Take Lessons, – Contract Online Instructor.

Develop classes, class description, curriculum, and teach classes. Software used: Canva, MS Word, and MS PowerPoint, Google slides, docs, forms, and classroom.

Fujitsu Network Communications, Richardson, TX, – Project Manager, Technical Writer.

Worked with several different departments to answer RFP for customers. Edited and produced final RFP documents. MS Word was used for documentation. Used Visual Basic to automate the Executive Summary Document.

Citizens Communications, Dallas, TX, – Engineer, Technical Writer, Trainer.

Researched and wrote proposal for unifying new modems in all central offices. Offices required different configurations and the same modem needed to be used in all offices. MS Word was used for documentation.

DSC Communications, Plano, TX, – Engineer, Technical Writer, Trainer.

Working with site surveys from customers, wrote the detailed installation specifications for installing equipment in the customer's central office. Ordered materials down to the bolts needed for installation. MS Word and Excel were used.

MCI Communications, Richardson, TX, – Central Office Engineer,

Calculated and ordered central office equipment for offices.

Education

Northcentral University, 72 hours towards EdD in e-Learning and Organizational Leadership (just lack dissertation).

Ashford University, M.A. Learning and Teaching with Technology.

DeVry Institute of Technology, B.S. Electronics Engineering Technology, minor - Math.

Additional Training and Certifications

Coursera Google Certification – Google Digital Marketing & E-commerce January 2024

Coursera Google Certification - Google UX Design, November 2023

Coursera Google Certification – Foundations of Project Management November 2023

Coursera Class - Designing a Low Fidelity Prototype in Figma, September 21, 2023

Coursera Class – Get Started with Figma, September 20, 2023

Coursera Class – Work with Components in Figma, September 20, 2023

International Open Academy, 120 hours TESOL certification. August 2019

Website Development and Design, September 1999

Intermediate Excel and PPT, Advanced Word. November 2001

Time Management Class. June 1999

Professional Affiliations

Toastmasters International, CTM, ATM Bronze (10 Speeches for each level).

Golden Key International Honor Society Member.

Named in Who's Who of American Women and Who's Who in America.

Volunteer Experience

Arkansas Master Gardeners.

Church Activities– Interpreter for the Deaf, ASL Instructor, VBS, Children's Teacher, Assistant Teacher, Good News Club Teacher, Children's Ministry Director, Preschool Division Director, Children's Choir Director, Good News Club Director.