### Trish Wegert

Voice: 208-869-7313, Email: trish@wegert.net

**Online writing portfolio: www.trishmarie.com**

### Experience

Senior Technical Writer Consultant at NASCO; GeBBS

100% Remote: Sept 2011 to Dec 2012; March 2013 to Dec 2014; July 2016 to Dec 2016; June 2017 to Nov 2021

Analyzed user stories, software specifications, and business requirements to develop, author, and edit end-user documents, including user guides and eLearning training modules. Verified documents adhered to current FrameMaker template, department style guide, and Corporate branding standards. Facilitated content review cycles with SMEs to confirm user guides were technically accurate. Participated in Agile software development; coordinated publication life cycle to align with sprint development to ensure the timely publication of end-user documents. Created training materials to align with user guide content and delivered training to support Plan implementation of NASCO-developed applications.

Applications: Adobe FrameMaker version 9.0, 11.0 and FrameMaker 2019; Acrobat Professional X; Microsoft SharePoint 2016, Visio 2016, and Word 2016; Snagit 11; Citrix Gateway.

Regulatory Medical Editor Consultant; Almedia Technologies, Inc.

Kite Pharmaceutical, Omeros Corporation

100% Remote: Sept 2016 to Oct 2021

Edited and proofed content of Regulatory submission documents, including Clinical Trial Protocols and Protocol Amendments, Safety Narratives, Investigator’s Brochures, and CMC non-clinical modules, to ensure grammatical correctness and adherence to style and formatting standards outlined in Regulatory Style Guide. Supported BLA submissions to FDA. Authored and maintained versions of Regulatory Writing Style Guide.

Applications: Word 2016; StartingPoint Authoring Templates; Global Submit (GS) Templates; SPO.

Technical Writer Consultant at Astellas; Beacon Hill Staffing Group

100% Remote: Feb 2019 to Aug 2019

Authored, revised, and edited controlled Requirements documents to verify grammatical accuracy, readability, and consistency with Operations Style Guide and controlled document templates. Provided lead technical writer support for project to harmonize regulatory affairs procedures across the global enterprise. Managed document life cycle by organizing SME reviews, facilitating SME comments dispositions, and coordinating approvals through controlled enterprise document repository.

Applications: Word 2016 and PowerPoint 2016.

Senior Technical Writer Consultant at Amgen; SMCI

100% Remote: Oct 2012 to March 2018

Authored, revised, and edited controlled Requirements documents to verify grammatical accuracy, readability, and consistency with Corporate Style Guide, Style Manual for Regulatory Submissions, and controlled document templates. Interviewed cross-functional R&D SMEs to analyze existing business processes and documentation to identify opportunities for process improvement. Created business process flow diagrams and translated them into SOPs and User Manuals to enable team members to execute Corporate business processes in an FDA-regulated environment. Managed document workflows to capture SME reviews, comments dispositions, and approvals using controlled document repository. Lead R&D Quality change control processes, including defining document strategy and coordinating implementation of all process documentation, for Corporate-wide initiatives. Collaborated with IS Business Analyst and System Business Owner to support implementation of R&D Corrective Action Preventive Action (CAPA) System by writing use cases, system requirements specifications, and user acceptance testing (UAT) scripts. Wrote System User Guide for CAPA System. Created MSProject timelines to execute milestones and project deliverables within approval workflow life cycles.

Applications: Microsoft Word 2016, MSProject, Visio, iServer, and SharePoint Online (SPO); Electronic Document Management Quality (EDMQ) system; Adobe Acrobat Professional X; Snagit 12

Senior Technical Writer; Medtronic Diabetes

Aug 2010 to Oct 2012

Analyzed, developed, authored, and edited user guides, Instructions for Use, and HelpLine scripts for diabetes medical devices regulated by FDA. Reviewed and critically analyzed technical manuals, engineering illustrations, and schematics; interviewed cross-functional SMEs, including product developers, software engineers, Human Factors Engineers, and Regulatory Affairs personnel; and investigated prototype hardware and software to develop and write software online help and installation guides. Participated in peer reviews of content to verify grammatical and style correctness and ease of use for end-users. Collaborated with R&D, Regulatory Affairs, and Legal to ensure compliance with FDA regulations, Legal requirements, Marketing department Style Guide, and Corporate marketing branding standards. Organized and facilitated quality review of content before submission of end-user documents to Regulatory Agencies or for commercialization. Converted end-user documents from FrameMaker to Vasont Content Management System (CMS).

Applications: Adobe FrameMaker 9.0, InDesign CS4, Illustrator, and Acrobat Professional X; Vasont Content Management System and Astoria database; Microsoft Project, SharePoint, and PowerPoint; Snagit; Citrix

Senior Marketing Technical Writer; Micron Technology, Incorporated

Nov 2006 to Dec 2012

Interviewed product engineers, electrical engineers, and marketing managers to understand business objectives and targeted audience. Researched, wrote, and edited technical procedure manuals, user manuals, programming manuals, operational specifications, and related technical publications to communicate technical specifications and instructions to diverse audiences. Facilitated content reviews with SMEs to publish all technical marketing collateral. Wrote, edited, and published all customer-facing technical marketing collateral, including data sheets, corporate web site content, and product brochures, in XML-based CMS environment. Maintained SOPs and Style Guide for Marketing Communications Writing group. Created and maintained SharePoint team web site.

Applications: Adobe FrameMaker 9.0 and 10.0, InDesign CS4, Illustrator, and Acrobat Professional X; Microsoft SharePoint, PowerPoint, and Visio; Astoria Content Management System and database and XMetal content editor; Rational ClearQuest; Electronic Document Management (EDM) system; Citrix

Marketing Medical Writer Consultant; St. Jude Medical

Oct 2009 to Feb 2010

Designed, authored, and edited all customer-facing marketing collateral to support sales of medical devices. Collaborated with product managers and graphics designers to execute product launches. Adhered to applicable FDA regulations, Legal requirements, and company SOPs to conduct medical content reviews with Regulatory Affairs, in-house medical physician advisors, and Legal counsel. Verified with product managers and design engineers that all technical content and product specifications were technically accurate. Ensured medical collateral complied with Corporate marketing branding standards. Facilitated content reviews with appropriate SMEs to verify accuracy of content before dissemination to customers.

Applications: Microsoft Office Suite; InDesign CS4

IS Business System Analyst; Micron Technology, Incorporated

March 2005 to Nov 2006

Interviewed internal customers, including software engineers and product engineers, to analyze and define customer business problems and business practices. Wrote and maintained business process documents using RUP artifacts, such as vision documents, use cases, and system specifications. Managed the projects to develop and implement the appropriate software application solutions for the business problems, including writing project plans and iteration plans. Wrote test case scenarios and then coordinated user acceptance testing for approved solutions. Coordinated software releases, including writing release notes and other customer communications. Facilitated the change management process and facilitated software review boards. Tracked defects and enhancement requests using Rational RequisitePro and organized application iterations to implement requests. Created and maintained SharePoint project web sites. Participated in project meetings with senior management to provide project updates and project roadmaps.

Applications: Microsoft Project and SharePoint; Rational Requisite Pro and ClearQuest; HomeSite; Electronic Document Management (EDM) system

IS Technical Writer; Micron Technology, Incorporated

April 2000 to March 2005

Researched, organized, and wrote software user manuals, SOPs, and intranet web content to support implementation of proprietary software applications used by internal customers. Wrote and customized QRCs and FAQs for internal users of third-party applications. Maintained IS writing group’s SOP documentation and tools. Worked with software engineers to write RUP artifacts, including business use cases, use cases, and test case scenarios, to support implementation of enterprise-wide work request system. Designed layout and coded intranet web sites in HTML for IS customers. Developed training documentation, PowerPoint presentations, and homework assignments and then taught five 16-hour Introduction to Technical writing classes for team members.

Applications: RoboHelp; Adobe FrameMaker 7.0; HomeSite; Microsoft Office Suite; Electronic Document Management (EDM) system

Medical Writer; Healthwise, Incorporated

July 1998 to April 2000

Researched, reviewed, and analyzed medical literature, including clinical studies, and then wrote disease-specific medical content for distribution to healthcare professionals and patients. Facilitated medical content reviews with in-house physicians and specialist physicians and incorporated requested changes to ensure medical accuracy of the content. Planned and coordinated medical content delivery schedules and managed publication deadlines using MS Project. Ensured medical content complied with corporate style guide and standards. Conducted training workshops for medical writing team. Collaborated with team members to develop new products and content types.

Applications: Astoria database and Arbortext Content Management System; Microsoft Office Suite, including Project

Associate Medical Editor; Healthwise, Incorporated

March 1997 to July 1998

Edited and proofed all medical content and medical references for grammatical errors, readability, and conformance to Corporate style guide. Designed, wrote, and maintained Corporate style guide and System medical topic outlines. Coordinated peer reviews with medical writers. Conducted weekly writing workshops for the writing team. Performed readability analyses on medical content and information products to enhance usability and readability of medical content for end-users.

Applications: Astoria database and Arbortext Content Management System; Microsoft Office Suite

### Education

BA, English. University of San Diego, CA. Studied in Oxford, England.

Technical Communications Certificate. Mercer University, GA.

Secondary English, Idaho Teaching Credential. Boise State University, ID.