Patrick Steffen

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I am a technical writer and drafter holding a Bachelor of Science degree in Professional Writing and an Associate degree in Mechanical Design seeking a position in a results-oriented organization where my skills and education may be used toward continued growth and improvement.

Professional Projects

AMSEC LLC:

Interpret engineering documentation and translate data into clear, concise procedural instructions for the NAVSEA Ship Valves Technical Manual (SVTM). The SVTM is an enormous guide consisting of hundreds of valves, manifolds, and actuators used on every submarine in the US Navy. The purpose of the SVTM is to serve as an efficient vehicle for servicing, troubleshooting, disassembly, and reassembly of hydraulic and pneumatic valves and mechanical devices for sailors and technicians. Attention to detail is paramount and all documents must be free from error and comply with government contracts. On a daily basis, I collaboratively work with AMSEC professionals and Newport News Shipyard engineers who are dedicated to mission and excellence.

Jet Electronics and Technology:

Overhauled flight avionic gyroscope and gimbal product manuals which consisted of over 300 pages of documentation. The project's aim was to import existing line drawings and newly created CAD data into one, clear and concise package that would serve as a reference for engineers, company personnel and customers. Working with 2 electrical engineers who provided 2D line drawings, I converted each product into 3D with CAD, in which benefits proved to be twofold: 1) Presented the audience with a clear representation of what the product looked like in real life and 2) Archived the entire manual electronically via standard file format.

Knoll Dividends Panel second phase product development:

Served as the main designer on the Knoll Dividends (D2) panel second phase product development team that lasted 3+ years. The scope of the project was to overhaul the entire Dividends panel product line and streamline the manufacturing process through improved design. The project was successfully completed with an engineering and prototype team that consisted of 4 professionals. I wrote, modeled, and managed the design documents. Overall sales in the Dividends product line increased significantly after the D2 rollout.

Bissell Pro-Heat upright deep cleaner:
Worked as a designer, modeler, and detailer on the Bissell's Pro-Heat deep cleaner. This consisted of working with several engineers and industrial designers to capture the correct function, look and feel needed to be competitive with other deep cleaners in the floor care market. I was responsible for the writing all procedural, assembly, and product documentation. Today, the same deep cleaning unit is still available and continues to be competitive.

ODU Testing Lab procedural documentation:
Redesigned and maintained the Testing Lab website, used by faculty for scheduling college exams. Wrote test lab procedural documentation for staff and student workers, which included usability testing processes. Edited and revised the Excel documentation for tracking exam schedules.

CLT network documentation & database:
Wrote technical documentation for networking printers and created the PC tracking database using Microsoft Access. After installing software and hardware on staff and lab computers, I created a library of staff software and computer updates that could be easily maintained.

Work History

AMSEC LLC
5200 Mercury Boulevard Suite 250, Newport News, VA
Specification Writer 3, 2014-Present
Research, decipher and translate information from engineering sources into technically sound, clear and concise procedures for US Navy submarines. This position requires me to incorporate graphical information that corresponds with written instructions. I edit, revise, and integrate complete design packages utilizing PTC Arbortext and SGML into finished tech manuals. I work effectively in a team environment and deal with last minute design changes and requests on a daily basis.

University College
Old Dominion University, Norfolk, VA
Testing Lab Supervisor, 2008 - April 2011
Supervised and facilitate college exams for students and faculty. Responsibilities included written correspondence with faculty and students, accountability of exams, supervision of student workers, management of 40 lab computer systems and coordination of changes with the Office of Computing and Communications Services, Old Dominion University.

The Center for Learning Technologies (CLT)
Old Dominion University, Norfolk, VA
Information Technology Specialist, 2007- 2008
Coordinated, built and managed computers in three separate labs. This included installing software and imaging hard disks for duplication and routine maintenance. Provided written tutorials to staff members for networking new hardware and devices. Responsible for development and creation of a PC tracking database utilizing Microsoft Access software. PC tech

support for the entire CLT staff, which included software installation, troubleshooting, hardware installation and data backups.

Knoll Inc.
4300 36th St Grand Rapids, MI 49512
Mechanical Designer / Technical Writer, 2000 - 2005
Conceptualized and designed office furniture panel systems and accessories. Responsible for modeling, layout and management of design documents utilizing Pro/Engineer software.

Bissell Inc.
2300 Walker N.W. Grand Rapids, MI 49544-2579
CAD Support Specialist/Designer, 1997 - 2000
Drafted, designed, and maintained procedural documentation for assembly and manufacturing as well as product documentation for product development. Wrote assembly instructions for engineers using Pro/E modeling methods and hardware. Upgraded and installed all software and hardware in the design department, and responsible for Windows NT administration. Maintained rapid prototype machine for product development. Converted 2D CAD data into 3D models.

JR Automation & Technologies
1336 Tyler SW. Holland, MI 49424
Machine Designer, 1995 - 1997
Designed and developed specialized machines for automotive and furniture industry. Responsible for modeling, layout and detail drawings for full projects. Imported and exported customer data. Large assembly management knowledge with CAD software.

Jet Electronics and Technology
5353 52nd St SE. Grand Rapids, MI 49512
Technical Writer, 1994-1995
Updated avionic product manuals by converting 2D line drawings into 3D CAD data. Using CAD, the data was converted into isometric views for a clear representation of the entire product line of flight gyroscope and gimbal assemblies.

Education

Bachelor of Science degree, Professional Writing, Old Dominion University, 2014
Cum Laude

Associates in Mechanical Design, Grand Rapids Community College, 1998

Training

2013	Writing for the Government	
	Old Dominion University, 3cr	
2013	Digital Writing	
	Old Dominion University, 3cr	
2012	Interdisciplinary Theory & Concepts	
	Old Dominion University, 3cr	
2011	Technical Writing	
	Old Dominion University, 3cr	
2011	Writing for Business	
	Old Dominion University, 3cr	
2014	Aspects of the English Language & Grammar	
	Old Dominion University, 3cr	

Summary of Qualifications

- Extensively knowledgeable with Microsoft programs, including Word, Excel, Visio and Power Point
- Knowledge in developing memo proposals for business
- Experienced in building collaborative relationships with subject matter experts
- Ability to quickly grasp technical and business concepts related to subject proposals
- Proficient in 3D conceptualization of parts and assemblies
- Experienced in generating machine components, detail layouts, bills of material and assembly instructions for customers
- Able to communicate instructions thoroughly to clients both orally and in writing
- Proficient in SGML editing using PTC Arbortext
- Experienced with 2D CAD software, such as AutoCAD
- Able to work well with all levels of management
- Reliable, organized, and professional

References available upon request