

GREG S. JOHNSON

1049 W. Montrose Ave., Chicago, IL 60613

Office: 630.515.2547 | Mobile: 773.805.4220

Email: gregsjohnson.net@gmail.com

Web Site: gregsjohnson.net

Objective A web development position with an organization looking for a motivated and focused self-starter who has a proven ability to accomplish challenging tasks and develop creative solutions.

Primary Experience **Senior Technical Writer** at BOC/The Linde Group, Lisle, Illinois (September 2000-present)

- Wrote and edited chapters for the Information Management System and Standards (IMSS), including those that describe safety systems, environmental engineering, management systems, supply management, risk assessment, auditing, hiring and placement, incident investigation, training, and design, project and change control.
- Created learning and assessment guides and tests for these chapters. This required analyzing the learning needs of particular employee sets and applying the best educational approach to their needs. Required developing tests for employees at various levels throughout the company from maintenance workers to executives.
- Worked with end users to design and implement a Graphical User Interface (GUI) / Navigator for IMSS, allowing employees at plants throughout the country to more easily access system content.
- Planned, designed and developed a streamlined, effective web site for the Safety, Health, Environment and Quality (SHEQ) Department using Interwoven templating and workflows as well as Dreamweaver and Photoshop. Wrote and edited all information on the web site, maintained standards and developed solutions to inefficiencies.
- Created a system for filtering user feedback, and solved problems associated with IMSS and the SHEQ web site.
- Developed training profiles and training material for new technical writers and editors joining the team, and trained new staff members and Area Loss Prevention Managers including employees at regional offices in Canada and Mexico.
- Achieved ISO 9001: 2000 certification by writing, editing and deploying SHEQ policies and procedures for IMSS. The Lloyd's audit revealed only a few minor areas for improvement, and no major or minor corrective actions. The best ISO audit results the company has ever achieved in North America.
- Served as a liaison between SMEs and upper management in the development of training processes for business process elements.

Education Bachelor of Journalism degree with an emphasis in magazine and news editorial writing from the University of Missouri, Columbia, Missouri (1991)

Computer Proficiency MS Office Suite, Visio, Dreamweaver, Flash, HTML, XHTML, CSS, Camtasia, Photoshop, Paint Shop Pro, Illustrator, Documentum, Traccess and Interwoven Suite