

## **Donna Gentile Wierzbowski**

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### **EXPERIENCE**

Over 30 years of technical and creative experience gained from the positions below:

#### **Business Owner (2002 - Present)**

##### **DG Design & Photography, Middletown, PA**

Sole proprietor of a small business that specializes in technical and creative writing, graphic design, desktop publishing, and photography.

#### **User Information Analyst (2000-2002)**

##### **Rite Aid Corporation - Human Resources, Camp Hill, PA**

Specialized in the areas of policy creation, implementation plans, and project management. Combined technical experience with creative skills to complete broadcast scripts, graphic design, and forms development.

#### **Documentation Specialist II (1999 – 2000)**

##### **Rite Aid Corporation - Information Services, Etters, PA**

Concentrated in the areas of the company's complex payroll systems and the Compliance and Persistency project, a Windows-based application used to conduct customer studies for drug manufacturers.

#### **Documentation Lead (1997-1999)**

##### **Electronic Data Systems, York, PA**

Acted as the primary technical writer and editor for the company's retail banking software. Also participated in project planning, completed audience analyses, managed workloads as it pertained to release dates, and assigned tasks to other team members in order to meet deadlines.

#### **Technical Writer (1994-1997)**

##### **Leader Services / a division of LDP, Inc., West Hazleton, PA**

Developed all print and online materials, including procedural or user manuals, electronic help systems, training guides, quarterly client newsletters, analytical and statistical reports, proposal responses, and promotional publications.

#### **reVISIONS Information Design Group, Camp Hill, PA (1989-1994)**

Served in several positions (publications designer, technical writer, editor, and publishing manager) while employed by reVISIONS, a consulting service specializing in technical documentation.

#### **Ferranti International Signal, Lancaster, PA (1986-1989)**

Introduced desktop publishing (Ventura Publisher) methods and concepts and designed and developed the company's style and format guidelines for technical publications, presentations, and proposals.

#### **Department of Military Affairs, Annville, PA (1977-1986)**

Started as a clerk typist/ stenographer (private) and finished as an administrative specialist (sergeant).

### **COMPUTER SKILLS**

Can work competently in both PC and Mac environments using:

- Adobe
  - Acrobat Distiller
  - Acrobat Professional
  - Dreamweaver
  - Illustrator
  - InDesign
  - PhotoShop
- Color Calibration Tools
- Corel
  - Draw
  - Paint
- HTML
- Microsoft
  - Access
  - Excel
  - FrontPage
  - Outlook
  - PowerPoint
  - Project
  - Word
  - Visio
- OCR Technology
- QuarkXPress

### **EDUCATION**

**Harrisburg Area Community College  
Harrisburg, PA**

AA in Mass Communications  
(Print Journalism), May 2003  
Highest Honors

AA in Visual Arts (Photography)  
May 2008, Highest Honors

AA in Art & Design  
May 2011, Highest Honors

Phi Theta Kappa International Honor  
Society; Dean's List