
NICK WIESNESKI

Detail-oriented **technical writer** with a broad knowledge base and 16 years of professional experience creating clarity in technical written content and effectively managing multiple concurrent projects. Track record of producing high-quality content to meet a range of style and technical standards, and establishing clear and comprehensive standard operating procedures. **Some highlights:**

- Technical writing
- Problem-solving and critical thinking
- Tireless attention to detail
- Project management
- Standard operating procedures
- Hands-on technical skills

PROFESSIONAL EXPERIENCE

Antenna / Minneapolis, MN

Sep 2018–Present

Technical Writer

Produce technical documents and template system, write and edit copy, manage many projects with multiple stakeholders.

- Produce technical documents, including copywriting and editing, layout, graphics, and clear presentation of complex information for a non-technical audience
- Establish efficient document production and validation process utilizing templates with copy/image asset libraries
- Manage multiple concurrent documentation projects, coordinating independently with multiple stakeholders, and producing high-quality deliverables within budgeted time frames

HealthPartners / Bloomington, MN

Mar 2018–Jun 2018

Senior Project Coordinator

Hired to lead projects in departmental process design and data analytics.

- Wrote reports, analyzing and interpreting data, and clearly presenting data and conclusions for the intended audience
- Wrote user manual and SOPs for data analytics team collaborative digital workspace, organized communication to improve team efficiency and consistency while managing dozens of projects and hundreds of job tasks
- Led data analytics workflow projects, improving clarity and organizational efficiency with flowcharts and SOPs
- Produced small and medium project lifecycle processes and documentation, establishing department-wide standards

Trinity City Church / St. Paul, MN

Jan 2011–Dec 2017

Director of Operations

Established and managed operations for start-up non-profit. Designed operations structure, policy, and standard operating procedures as a foundation for consistency and resiliency as a volunteer-run organization. Proactively managed operations, supporting rapid growth over six years, facilitating 230% increase to \$280k annual revenue, and 300% congregational growth.

- Wrote and maintained policy and process documentation, establishing SOPs, quick onboarding, and a measure of continuity in a volunteer environment with naturally high worker turnover rates
- Managed, edited, and published five annual reports: coordinated and edited contributions from numerous stakeholders, executed layout, graphic design, financial reporting, and copywriting - assuring donors of organizational stewardship
- Wrote and edited the three formal founding documents of the organization totaling 32 pages, including a 12-month writing process involving many stakeholders, multi-level numbering, and technical details of voting and legal concerns
- Developed organizational style guide, brand identity, and standard document templates
- Wrote and managed updates for complex accounting manuals and SOPs for employee benefits, direct deposit payroll processing, online donations, taxes, purchasing and reimbursement, and money handling protocols

Vantage Point Design / St. Paul, MN

2007–2011

Owner

Helped architects and builders communicate clearly with their clients in visual and written media, utilizing 3D modeling and rendering, CAD drawings, technical illustration, copywriting, and website development.

- Designed, developed, and managed client websites on Content Management System (CMS) platforms
- Wrote copy and produced graphic design assets for client websites and marketing
- Developed style guides for client websites, and produced brand identity documentation and templates

Monson, Inc. / Belleville, WI

2005–2007

Executive Assistant

Improved business systems, deployed new software solutions, and produced written and visual assets for manufacturing, sales, and marketing.

- Wrote standard operating procedures for front office, IT, sales, manufacturing, transportation, inventory, and advertising
- Produced price books and brochures for print and web, including copywriting, product drawings, and price data tables
- Employed Lean and Kaizen principles in manufacturing process improvement, developing SOPs, and training employees
- Researched and deployed CNC machining, inventory management, barcode system, and assembly line equipment

EDUCATION AND SKILLS

University of Wisconsin-Madison, Madison, WI

Bachelor of Science, English (2004)

Writing focus, with additional engineering coursework such as: Geometric Modeling, Statics, Calculus, Statistics, and Chemistry

Technical Skills:

- Microsoft Office (Word, Excel, PowerPoint, Outlook)
- Microsoft Project, SharePoint, Publisher, familiarity with Visio
- Adobe Suite (InDesign, Photoshop, Illustrator, Dreamweaver)
- Adobe Acrobat, Document Cloud, familiarity with Adobe FrameMaker
- AutoCAD, SketchUp
- Project Management framework (PMI), traditional and agile frameworks

Additional Skills:

- Style Guides: AP, CMOS, MLA
- Familiar Standards: OSHA, ASME, AIA, PMI, PMBOK, ISO Engineering, ISO CAD Drafting
- 30+ years hobby mechanic, auto and motorcycle customs, restoration, maintenance, and repair
- Hybrid Electric vehicle design: design, fabrication, documentation (1st place, national hybrid vehicle competition)
- Flowcharts, decision trees
- HTML, CSS, PHP, familiarity with JavaScript, XML
- Google Suite (Docs, Sheets, Slides, Drawings, Forms, Maps, Administration)
- Autodesk AutoCAD, Sketchup Pro, ArcGIS Pro
- McKesson Horizon Business Insight, SAP Business Objects, Epic Systems