Bay Area Tech Writers

Capabilities Statement

Since 1994, Bay Area Tech Writers has helped clients in diverse markets communicate clearly and effectively. We specialize in creating accessible documentation that is easy to understand, follow and act upon. Our documentation enhances understanding, usability and operational efficiency.

Core Competencies

Writing/Editing

- Writing and editing business, technical, marketing and instructional material
- User Guides, Admin Guides, White Papers, Data Sheets, Web Copy
- NIST SP 800-53 documentation
- Utility Vegetation Management Standards and Procedures

Project Management/Facilitation

- Managed from 1 to 5 writers, producing print, online and electronic documentation.
- Facilitated meetings with up to 20 subject matter experts (SMEs), keeping things focused and getting 100% understanding and agreement on process improvements.

Differentiators

- Work very well with multiple projects and in high-pressure situations, like tight time constraints.
- Efficient processes reduce the time necessary to produce great documents that the audience can easily understand.
- Facilitating communication among team members accelerates the team reaching consensus on what must be done.

Sample of Tech Experience

OPSWAT: March 2019 – April 2020

- Restructured and rewrote end user and admin documentation for OPSWAT cybersecurity products.

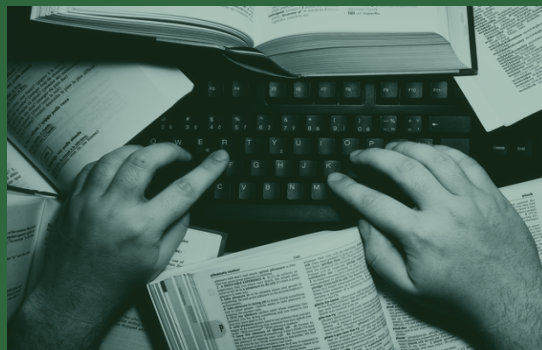**Suki: February 2018 – August 2019 & February 2019 – May 2019**

- Wrote FAQs, troubleshooting articles and How To articles.

Avontus: March 2017 – April 2020

- Transferred the online help for Quantify, Scaffold Designer and Handset Designer to Atlassian Confluence, adding and updating articles as necessary.

Currenex: December 20009 – February 2014

- Wrote and maintained all front- and back-end documentation for Currenex's currency trading system: 27 user guides, three reference guides, five installation guides, 14 API guides, frequent release notes, contextual help for eight of the above user guides, 6 feature explanations.

Company Snapshot

Established: 1994
CAGE: 01D27
UEI: GW9VGH3VH751
Service Areas: United States & Europe
We do not accept credit card payments

NAICS/UNSPSC Codes

NAISC: 711510
Independent Artists, Writers, and Performers

UNSPSC: 82111500
UNSPSC Code 82111501: Instruction writing services
UNSPSC Code 82111502: Manual writing services

Licenses & Certifications:

CA SB # 201708010420

Contact

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Visit Our Website:
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