

Name: Richard John Lee Sigfrit
Contact: 252 876 5653 – rsigfrit@gmail.com

Summary of Relevant Experience:

Six years of NAVAIR technical manual update and processing experience, five years of additional, non-tech data, clerical, web design, and text and graphics processing computer experience, ten years of experience with various raster graphic editing, and nine years of linear and non linear animation and functionality experience in Macromedia Flash

Employment History:

Dates of Employment	Company	City, State	Job Title
June 2004 to December 2008	Alutiiq Security & Technology, LLC	Havelock, NC	Technical Manual Update Team Member

Relevant Skills: Familiar with technical manual update processes including incorporation of source data and editorial update of technical manual content. Able to process revisions, changes and IRACs for NAVAIR technical manuals in MS Word and/or PTC Epic Editor, to meet specifications of MIL-STD-3001. Able to create final product in PDF format. Proficient with MS Word, PTC Epic Editor, AutoCAD Lt., AutoCAD 2000, Corel Designer 9, Corel Publisher 9, and various scanning and text and graphic processing programs.

Duties Performed: Incorporate source data (draft or marked up copy, Engineering Change Proposals (ECP), Technical Directives (TD), Manual Change Releases (MCR), Technical Publications Deficiency Reports (TPDR) and Interim Rapid Action Changes (IRAC)), marking changes for text and/or graphics. Updating and processing of master revisable files for NAVAIR technical manuals, including text and/or graphics, to meet a variety of specifications, including MIL-STD-3001. Fill out checklists and Record of Source Data Incorporation (RSDI). Able to scan/OCR text and graphics resulting in the desired file format for processing or archiving. Perform initial QA review of updated technical manual.

Dates of Employment	Company	City, State	Job Title
November 2002 to May 2004	CCI, Inc.	Havelock, NC	Draftsman

Relevant Skills: Experience working with NAVAIR technical manuals including graphic creation and text and graphic update processing.

Duties Performed: Created new art and/or made changes to existing art pages. Responsibilities were to prepare ready-for-reproduction pages with a high degree of accuracy while maintaining consistency in style and format as directed in accordance with the specifications provided within the contract. Changes to art may include but not be limited to, line art, photo tracing, and lettering. Illustrations requirements for technical manual changes include; assembly, exploded, and sectional/cutaway views. Block procedural and functional diagrams, outline drawings, wiring diagrams and schematics, performance charts, flowcharts and logic diagrams. Drawing, scanning and vectorizing illustrations for technical manuals using: AutoCAD Lt., AutoCAD 2000, Micrografx Designer 6, Micrografx Publisher 6, Corel Designer 9, Corel Publisher 9, Microsoft PowerPoint, Word, FrontPage, various FTP programs, Adobe Photoshop and Premiere, PageMaker, Steinberg Wavelab, Macromedia Flash, various scanning, multimedia, and 3D software. Both IBM and Macintosh proficient.

Dates of Employment	Company	City, State	Job Title
May 2002 to October 2002	SM&T, Inc.	Havelock, NC	Technical Illustrator

Relevant Skills: Experience working with NAVAIR technical manuals including graphic creation and text and graphic update processing.

Duties Performed: Created new art and made changes to existing art pages. Responsibilities were to prepare ready-for-reproduction pages with a high degree of accuracy while maintaining consistency in style and format as directed in accordance with the specifications provided within the contract. Changes to art included but were not limited to, line art, photo tracing, and lettering. Illustration requirements for technical manual changes included; assembly, exploded, and sectional/cutaway views. Block procedural and functional diagrams, outline drawings, wiring diagrams and schematics, performance charts, flowcharts and logic diagrams.

Dates of Employment	Company	City, State	Job Title
April 2000 to May 2002	Volaris Online	New Bern, NC	QA, Tech 2

Relevant Skills: Computer work using various troubleshooting/networking skills.

Duties Performed: Quality Assurance, Advanced Technical Support Monitor technicians to ensure quality and efficiency when dealing with customers. Helped supervisors with any special duties or projects, delegate work to tech's, keep track of breaks and tech's time on the phones. Handle the calls that the other Tech's found difficult as well as unique operating systems or programs. Handle problems emailed into the call center, Worked on company Intranet databases. Recorded all messages on outgoing messages systems, as well as voicemail boxes.

Dates of Employment	Company	City, State	Job Title
May 2001 to 2003	New Song United Methodist Church	New Bern, NC	Graphic Artist, Animator, Webmaster (Unpaid Volunteer)

Relevant Skills: Computer work using various web design, graphic and text processing programs.

Duties Performed: Graphics, Animations, Video, Presenter, Create and run PowerPoint presentations, create graphics for weekly service, website, advertising and publications, create video for weekly services and special projects, create animations for weekly service and website.

Dates of Employment	Company	City, State	Job Title
August 2007 to December 2007	Lulu.tv	Raleigh, NC	Content Creator, Online Division

Relevant Skills: Audio and Video creation.

Duties Performed: Off-site creation of short films and audio created for distribution via lulu.tv's social networking website.

Education:

School	Location	Degree Earned	Year Earned
Garinger High School	Charlotte, NC	Diploma	1995

Software	Years of Experience	Level of Knowledge
Adobe Photoshop	10	Expert
Adobe Illustrator	6	Advanced
Adobe ImageReady	10	Expert
Adobe Premier	7	Expert
Adobe After Effects	7	Advanced
Adobe Audition	3	Advanced
Adobe Acrobat	10	Expert
Jasc Paint Shop Pro	6	Expert
Corel Designer	6	Expert
Corel Picture Publisher	6	Expert
Macromedia Flash	9	Expert
Macromedia Fireworks	9	Advanced
Macromedia Dreamweaver	7	Expert
Macromedia Free Hand	7	Advanced
Microsoft Word	10	Expert
Microsoft Frontpage	10	Expert
Steinburg Wavelab	6	Expert
AutoCAD	3	Advanced

Languages	Years of Experience	Level of Knowledge
HTML	10	Expert
PHP	4	Advanced
ActionScript	7	Advanced
XML	4	Expert