

Herbert E. Thornton
 527 William Penn Plaza, Durham, NC, 27704
 919-282-2315/919-730-8025
 herbertthornton@yahoo.com

Career Focus	Writer/Editor responsibilities with a documentation firm, book publisher, or educational software firm.	
Experience Summary	<ul style="list-style-type: none"> • Experienced in writing telecom documentation, survey questions, research reports, and poetry. • Well versed in copyediting, transcription/editing of interviews, and proofreading, most recently as assistant editor for a business periodical. • Strong technical command of the English language • Competent researcher 	
Education	B.A., Sociology , N.C.C.U. Durham, N.C.	1998
Professional Experience	Junior Statistician – <i>N.C.C.U.</i> , Durham, N.C. 6/05-6/08 <ul style="list-style-type: none"> • Created website for Student Alcohol Use Surveys • Edited, rewrote, and proofread all survey questions. • Worked with various departments to publish results online. Technical Editor – <i>Nortel Networks</i> , RTP, N.C. 7/01 - 4/05 <ul style="list-style-type: none"> • Compiled and Authored router software documentation. • Documented support for WAN connectivity • Transferred files on lease-expired systems. Information Architect – <i>iXL</i> , Charlotte, N.C. 6/99 - 5/01 <ul style="list-style-type: none"> • Created sitemaps for e-clients. • Created ad copy for marketing group. • Collaborated with programmers for web functionality. • Conducted usability tests before site rollouts. 	
Computer Skills	FrameMaker • VISIO • Microsoft Word • PageMaker • RoboHelp • UNIX, IBM and Macintosh Systems	

References Available Upon Request