

# Celeste Tillson

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**Objective** To make learning easier for kids and adults by producing books, web sites and other materials—both online and in print—that give clear, concise, correct information and encourage success.

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**Experience** **Owner, A&M Writing and Publishing** January 1990—Present  
Santa Clara, CA

Provide web-based and printed technical writing, editing, page design, and publishing services on a contract basis. Specialize in user-oriented documentation. Software experience includes relational databases, financial planning packages, business analysis tools, and marketing applications; documentation experience encompasses a variety of projects, including web-based, online, and print.

Clients included Oracle, Microsoft Corporation, Sun Microsystems, Inc., Frame Technology Corporation, Kaleida Labs, Inc., Intuit Inc., Netscape Communications Corporation, Vitria Technology, Inc., WhiteLight Systems, Inc., and MS2 Inc.

**Co-Founder, Action Bits for Kids** August 2002—Present  
Silicon Valley, CA

Design and develop interactive, learning curriculum for online and print activities for kids. Taught classes using popular software applications ranging from beginning programming to writing and presentation skills to web design and Internet safety. Action Bits classes are taught in classrooms at local schools and community recreation facilities.

**Publications Manager/Technical Writer** March 1982—December 1989  
Software Publishing Corporation

Supervised the work of writers and editors to produce on-line and printed documentation for end user software. Responsible for

- Writing, designing, and coordinating the production of documentation, including user guides, reference manuals, tutorials, on-line help, and training materials
- Coordinating projects with other departments
- Reviewing user interfaces
- Meeting project schedules
- Reviewing and editing all documentation
- Managing support staff and vendors to meet schedule and cost requirements and to ensure quality results
- Writing tutorial and reference manuals for both novice and advanced users
- Developing training materials and conducting training seminars

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<b>Education</b>	<b>San Jose State University</b> San Jose, CA M.A. in Political Science	1979–1981
	<b>St. Andrews College</b> Laurinburg, NC B.A. in Liberal Arts	1975–1978

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**Special Skills & Publications**

**Computer Skills**

Proficient in Adobe FrameMaker and InDesign; Microsoft Word, Excel, Front Page, and ImageMaker.

**Publications**

*The Clue at Copper Harbor* by M.C. Tillson

*The Mystery of Eagle Harbor* by M.C. Tillson

*The Secret of Bete Grise Bay* by M.C. Tillson