

Maree Horlor

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Summary

Consistently delivers on-time, concise, and detailed documents. Strengths include easily developing relationships with both in-house and remote colleagues and subject matter experts, encouraging good processes, setting up peer training, and working safely in the field. Self-motivated: in particular able to take responsibility for completing work to a high level. Patient and flexible, with a quick response time to changing situations. Reliable.

Professional Experience

**Documentation Specialist,
Caterpillar Trimble Control Technologies LLC, (CTCT),**

**2010 to 2017
Christchurch, NZ**

Trimble, NZ

CTCT is a joint venture between Caterpillar and Trimble, supplying software and GPS hardware to the construction and mining industry worldwide. Spread between five sites across four time zones, CTCT brings together specialists from machine groups in Caterpillar and groups designing hardware and software in Trimble. CTCT produces high technology solutions for the open cast mining industry ([Terrain](#)) and construction industry ([Earthworks](#)). In my work with Trimble I was involved in the following:

- Writing and editing technical text, in US English, and designing sets of documents.
- Driving the on-time delivery of documents to the Caterpillar writing group and to the CTCT software developers. The documents were attached to software or the user interface, or were supplied externally on USB and in Caterpillar's dealer website, SIS Web.
- Making a significant contribution to planning the next generation of information for operators and technicians, writing some sections and checking scope and deliverables in others.
- Running peer training sessions about plain English, consistent terminology, and tools for writing.
- Visiting dealers, technicians and operators as part of a user experience study carried out over two mine sites in Western Australia.
- Consistently looking beyond formal limits of the role to see where I could add value.

"A sane, cheerful, thoughtful and disciplined co-worker and a reliable and independent worker."

**Style Editor, Index of Veterinary Supplements,
MIMS Australia**

**2008-present
Remote**

IVS annual

MIMS Australia produces an annual hardback book (and a website) containing lists of veterinary pharmaceuticals. As style editor, each September/October I read approximately 800 listings in the online database, edit the listings for layout and terminology, and rewrite some listings in plainer (UK) English. The graphic designer then uploads the database into InDesign, creates the book—with its advertisements and indexes— and returns the book to me to proofread in electronic form and hard copy before sending to the publishers. The veterinary editor and I discuss any changes to the style guide, then sign off for the year!

Secondary School Teacher

1992 to 2009

Mt Aspiring College

Wanaka, NZ

The college is a co-educational school with around 600 students, aged 10-18, focusing on student success in cultural, sporting and academic areas. The school runs a senior hostel for outdoor pursuits students, which means the college has a large and engaged senior school.

I was an energetic, collaborative, student-focused teacher with a sound knowledge of the New Zealand curriculum in physics, chemistry, biology, senior and junior science, and mathematics. My strengths included:

- Clearly explaining to students the science behind how the world works, in a way that helped them understand the things they saw and heard. Solid NCEA pass rates in all classes.
- Enabling students to investigate science in laboratory and in field experiments. Students liked the way I encouraged small group discussions and independence when solving problems.

Skills and Experience

- Daily user of JIRA, Jama, Flare, SharePoint, SVN repository, GIT repository, Box, and Google tools (Hangouts, Drive) for project planning, collaborative technical writing, and editing.
- Sometimes user of Visio, Microsoft Word, PowerPoint, Excel, Skype, and Adobe Creative Cloud.
- Can create and edit css stylesheets, and edit basic xml/ html.
- Can work from multiple style guides, for example Trimble style guide and IVS style guide.
- Can respond easily to requests for information given at short notice, and re-prioritize projects.
- Have a proven history of editing and proofreading in both UK and US English.
- I am a native English speaker.

Education and Certification

Graduate Diploma in Information Design, CPIT (now Ara, Institute of Canterbury), 2005-7

Christchurch College of Education, Diploma of Teaching, 1988-89

Lincoln College, University of Canterbury, BSc (hons.) Biochemistry, 1984-5

University of Canterbury, prerequisites for BSc in Chemistry, 1981-3