

I am an information management professional with business communication, information management and website management experience.

I can provide you with:

- efficient business tools and processes that reduce duplication
- accessible and usable databases, websites and web content; and
- professional, easy-to-read business documents and documentation.

I can help you create, maintain and review:

- blog posts
- business processes
- databases
- grant-funding applications
- instructions and procedures
- newsletters
- proposals
- quick-reference guides and FAQ
- reports
- surveys and questionnaires
- training and training materials
- website and intranet architecture
- website content.

Contact me today to discuss your information needs

Web <https://nz.linkedin.com/in/claiesonntag>

Claire Sonntag

Information and Documentation Specialist



Information management

Website design

Business communication



Information management

My background includes broad experience managing information, including creating, maintaining and searching a range of databases.



I have proven skills for analysing existing data and information to plan new or improve services and business tools.

I can help you by:

- creating and maintaining catalogue and index records to international standards
- planning and managing ongoing library services and projects
- managing access to subscription-based information resources; and
- automating business processes.

My qualifications and experience

- New Zealand Library Studies Certificate
- Created and managed data and information in a range of formats

Website design

I can design and maintain intranets and websites so your users find the information they need in a logically structured and accessible site.



I can help you by:

- creating, reviewing and maintaining your intranet or website's architecture
- ensuring your intranet or website is accessible to New Zealand and international standards and guidelines; and
- improving your webpage visibility and search-engine rankings (SEO).

My qualifications and experience

- Certificate in Web Design and Writing (Top student in my class)
- Created and maintained a government body's intranet for a staff of over 200

Business communication

As a technical communicator, I produce plain English documents that are clear, relevant and reader-centred.



I write fresh and effective web content using web-appropriate tools and techniques.

I can help you by:

- interviewing staff to understand their information needs
- creating and copy-editing print documents and online content
- writing in plain English
- presenting information in the most appropriate way for the audience

My qualifications and experience

- Certificate in Technical Communication
- Created, copy-edited and proofread text and visual information in a range of formats