**Eugene L. Morrison**

**Writer/Communicator**

**Content Marketing | Technical Communication/Business Communication**

**Software Development | SME | Graphic Design and Printing | Artificial Intelligence**

**SDLC | Project Management | HTML | CSS | XML | JavaScript**

[**954-744-6565**](tel:954-744-6565)

**Summary:**

**Document Specialist/Technical Writer with 20+ years of extensive experience** in technical writing, marketing, business, and technology. Consistently delivered high-impact content and expertly align resources with enterprise objectives.

* Created numerous types of content for customers, including proposals, white papers, vendor contracts, resumes, SOPs, and presentations.
* Developed client contracts specifying terms and conditions.
* Worked closely with clients, as well as conducted research to gather the applicable information for all writing projects, including software manuals.
* Drafted and customized vendor contracts, ensuring clarity, compliance with legal requirements, and alignment with customer’s organizational needs.
* Wrote and produced numerous types of books, documents, pamphlets, brochures, and other writing paraphernalia for clients.
* Utilized strong communication skills to collaborate effectively with procurement SME’s including, legal experts, and other stakeholders.
* Produced technical content for the company’s SDLC internal and external program management objectives. Products included manuals, installation guides, and technical brochures.
* Efficiently orchestrated the development of comprehensive contract documentation, which included outlining the scope of services, performance criteria, and the terms and conditions governing the procurement process.
* Maintained PMO internal documentation library. Provided and coordinated special documentation services as required.
* Responsible for oversight of numerous special procurements of printing and publishing projects.

**Education:**

* MBA from Nova Southeastern University, Fort Lauderdale, FL, August 2007
* Certification in Marketing from Nova Southeastern University, Fort Lauderdale, FL, June 2008
* Bachelor of Arts in English/Graphic Arts Minor, Northern Michigan University, Marquette, MI, May 1989

**Professional Experience:**

**EUGENE L. MORRISON, LLC / MORRISONS AND ASSOC., Los Angeles, CA & Fort Lauderdale, FL**

**Technical Writer/Owner/Operator of Business: 2001 to Present**

Conducted work in writing/communication and other capacities, often on a 1099 contractual basis. Activities include owning and managing all areas of All In One Success, LLC, as well as an online used book business.

* Wrote and produced content for own websites (allinonesuccesscenter.com and eugenelmorrison.com), social media, email marketing, and written products. Tasks include writing, photography, graphics, and video.
* Served as a columnist for my school newspaper while pursuing my MBA. (Voluntary)
* Created the All In On Success Center brand and provided free content for people to improve themselves (allinonesuccesscenter.com).
* Created numerous types of content for customers, including procurement proposals, white papers, vendor contracts, resumes, SOPs, and purchase orders.
* Developed client contracts specifying terms and conditions.
* Worked closely with clients, as well as conducted research to gather the applicable information for all writing projects, including proposals and other procurement documents.
* Drafted and customized vendor contracts, ensuring clarity, compliance with legal requirements, and alignment with customer’s organizational needs.
* Write and/or updated purchase orders with meticulous attention to detail, including accurate product specifications, quantities, pricing, and delivery schedules.
* Spearheaded the development of several heat furnace/plant procedures manuals for BF Goodrich’s Engineering.

**SOUTHERN CALIFORNIA EDISON, Rosemead, CA January 1998 to December 2000**

**Sr. Technical Communications Specialist**

* Served as a senior communicator for this $17.2 billion utility serving Southern California residents.
* Produced non-technical content, including business procurement proposals, marketing materials, white papers, purchasing and contract documentation.
* Reviewed and drafted procurement-related documents, including service agreements, purchase orders, SOP’s and vendor contracts.
* Worked with SME’s and internal resources as well as conducted personal research to draft procurement-related documents.
* Utilized effective communication within cross-functional teams from procurement, legal and finance, to translate complex information into clear and legally sound documentation.
* Worked diligently to maintaining document accuracy and compliance.
* Collaborated with stakeholders to formulate the verbiage to delineate the precise specifications for service and product procurement.
* Drafted and edited amendments and modifications as necessary.
* Developed in-depth knowledge of industry standards and legal requirements related to procurement.
* Utilized strong communication skills to collaborate effectively with procurement SME’s including, legal experts, and other stakeholders.
* Produced technical content for the company’s SDLC internal and external program management objectives. Products included manuals, installation guides, and technical brochures.
* Efficiently orchestrated the development of comprehensive contract documentation, which included outlining the scope of services, performance criteria, and the terms and conditions governing the procurement process.
* Maintained PMO internal documentation library. Provided and coordinated special documentation services as required.
* Responsible for oversight of numerous special procurement of printing and publishing projects.
* Implemented Single Sourcing techniques to ensure content reusability and consistency across multiple platforms.
* Coordinated with cross-functional teams and other stakeholders, including Quality Assurance and User Experience, to ensure documentation aligns with the user's experience.
* Supported PMO inquiries by providing technical assistance and clarifications based on the documentation.

**Saudi Aramco Oil Company, Dhahran, Saudi Arabia May 1997 to November 1997**

**Sr. Technical Writer**

* Created textbook-style manual for oil refineries and offshore oil facilities.
* Collaborated with stakeholders to gather operating and process information, specifications, and safety guidelines.
* Created and maintained technical documents, including operation manuals, maintenance procedures, safety protocols, and process documentation.
* Assisted in managing and safeguarding document version control and updates.
* Ensured technical accuracy, clarity, and adherence to local industry standards and regulations.
* Stayed current with industry trends, technological advancements, and regulatory changes to ensure the accuracy and relevance of technical documentation.
* Wrote and edited documents to ensure proper grammar, punctuation, and readability for an audience whose first language is not English.
* Translated technical jargon and complex concepts into easily understandable language for a global audience.

**Honeywell International/Allied-Signal Chemicals,** **Thousand Oaks, CA/El Segundo, CA**

**Senior Technical Writer: May 1995 to May 1997**

* Produced manuals as well as marketing content for the company.
* Produced both paper and electronic documents.
* Ensured clear and consistent language across a wide span of communication products, including marketing, sales, procurement, and technical presentations.
* Led group website development, email development, and written documentation efforts.
* Coordinated with other business units and stakeholders to ensure communication protocols, procedures, and requirements are followed in accordance with the company’s standards.

**Chevron Corporation, El Segundo, CA January 1992 to March 1995**

**Senior Technical Writer**:

* Produced high-quality electronic content, including manuals, procedures, and marketing materials.
* Collaborated with operators, engineers, safety, and others to gather accurate and complete operating and process information, specifications, and safety guidelines.
* Created and maintained technical documents, including operation manuals, maintenance procedures, safety protocols, and process documentation.
* Ensured technical accuracy, clarity, and adherence to industry standards and regulations, including PSA, OSHA, and ISO-9000.
* Reviewed and edited documents for grammar, punctuation, and clarity.
* Managed the document library, ensuring the integrity of version control.
* Stayed current with industry trends, technological advancements, and regulatory changes to ensure the accuracy and relevance of technical documentation.
* Participated in the procurement of graphic and printing services for refinery plant services.
* Translated technical jargon and complex concepts into easily understandable language for a diverse audience.
* Developed and maintained templates and style guides to ensure consistency across all technical documents.

**US AIR FORCE, Marquette, Michigan • Honorable Discharge–March 1990**

**(MILITARY SERVICE)**

**Public Affairs Specialist and Materials Specialist:**

* Served as a military media liaison, staff writer, and photojournalist for the base weekly newspaper.
* Produced high-quality features and news articles on issues from military awards and ceremonies to race relations and health.
* Worked as a logistics specialist.