

Leland M. Stoe

Career Objective

To combine my writing skills and engineering experience in a technical publications role

Education

BA in Technical Communication & Professional Writing (4.0 GPA)	2019
Metropolitan State University	
Associate in Arts degree (4.0 GPA)	2012
Inver Hills Community College	
Electronics Technology Certificate	1981
Hennepin Technical College	

Academic Awards

Phi Theta Kappa Honor Society	2011
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Professional Experience

Collins Aerospace (Sensors & Fire Protection, Burnsville, MN and Wilson, NC)	
<i>Technical Publications Configuration & Distribution Analyst</i>	2018-Present
Shepherded publication review process flow through EPEC PLM	
Managed CMM and SB backlog of 260 in-process documents	
Published approved documents and metadata to customer portal	
Vetted customer entitlement to pubs library of 2000 pubs and mediated access	
Collaborated closely with team of writers in India	
Mentored colleagues in US and India on EPEC PLM application and process	
Created and adopted new and hybrid processes to support UTC-Collins integration	
Wrote service bulletins and service-information letters	
<i>Manufacturing Engineer for six repair station product lines</i>	2013-2018
Reviewed and validated hundreds of CMM and SB documents	
Led lean events to streamline and improve processes by 67%	
Collaborated with foreign counterparts in India	
Analyzed product failure trends and presented results	
Led team in creation of CMM/SB eLearning module	
<i>Technical Writer and Manufacturing Engineer for OEM</i>	2006-2013
Created manufacturing and test processes for regional jets, helicopters	
Performed root-cause failure analysis on aerospace products	
<i>Electronics Design Technician</i>	
Performed EMI tests, built breadboards, debugged prototype circuits	1981-2006

Personal Strengths

Extensive technical background	Strong communication skills
Accomplished technical writing skills	Lifelong learner
Organized and self-driven	Proven leader
Results-oriented	

Software Strengths

Adobe Creative Suite, Captivate, Pro	EPEC PLM, SAP, MS Office
HTML5, CSS3, JavaScript, Aptana Studio 3	LabVIEW, Excel macros