

Karin Rex

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Professional Summary

- Skilled technical writer, course developer, and technology trainer with 20 years of professional experience on both Windows and Macintosh platforms.
- Proficient and creative e-learning, computer- and web-based training developer/author.
- Accomplished author and editor with a wide range of writing experience.
- Engaging instructor able to provide both online and in-person training.
- Excellent command of web page design and implementation.
- Strong graphic arts background including desktop publishing and design.

Professional Qualifications

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| Geeky Girl, LLC (formerly ComputerEase), Lansdale, PA (1989 to present) | Professional Writer |
| ▪ Provide custom course development (traditional and elearning) and technical training, technical writing, project management, and e-learning solutions. Manage trainers and freelance writers. | |
| Dun & Bradstreet , NYC, NY (1990-1992) | Course Developer/Instructor |
| ▪ Provided course development and instructor-led training. | |
| PTS , King of Prussia, PA (1989-1991) | Course Developer/Instructor |
| ▪ Provided course development and instructor-led training. | |
| Maxwell Training Centers , Norristown, PA (1989-1991) | Course Developer/Instructor |
| ▪ Provided instructor-led training. | |
| ComputerWare , Philadelphia, PA (1988-1989) | Instructor |
| ▪ Provided instructor-led training. | |
| The Kingswood Group , Ardmore, PA (1984-1988) | Typesetting Manager |
| ▪ Managed traditional typesetting and proofreading department. Provided typesetting, layout, and design services. Introduced and taught desktop publishing. Wrote and designed corporate communication procedures. | |

Experience Overview

- Conducted hundreds of courses training thousands of executives, managers, professionals, and staff members in the use of computers and other technology-related subjects. Presented nationwide public seminars for Dun & Bradstreet as well as other regional training organizations.
 - Developed e-learning solutions (CBT & WBT) for Fortune 500 companies such as Johnson & Johnson and Comcast.
 - Delivered hands-on training in large corporations, such as Aventis/Rhone-Poulenc Rorer, Elan Pharmaceuticals, Merck, Johnson and Johnson, Wyeth-Ayerst and many others, including technical migrations and corporate-specific software. Participated in dozens of software and hardware rollout projects in the pharmaceutical industry.
 - Facilitated synchronous and asynchronous courses online for a global audience for such institutions as Element K, SmartPlanet, ZDUniversity Barnes & Noble University, HP Learning Ctr., Sony Learning Ctr., Suite101, and c|net Help U.
 - Developed and maintained a long-term business relationship (1990-present) with Merck & Co, providing training, course development, and training coordination for large-scale software and operating system migration projects.
 - Dean, Suite University Writing & Publishing School (2005-2006)
 - Adjunct Technology Instructor, Lansdale School of Business
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**Published
Online Courses**

Element K / Ziff-Davis University / SmartPlanet

- Internet Search Techniques, 4-week course, developed & instructed
- Front Page 2000, Level 1, 4-week course, developed & instructed
- Front Page 2000, Level 2, 4-week course, developed & instructed

Powered Inc. (Barnes & Noble University, Dell University, CodeWarrior U, HP University)

- Quicken Basics, 4-week course, developed & instructed
- Building Your First Web Page, 4-week course, developed & instructed
- Buying a New PC, 4-week course, developed & instructed
- Keeping Your Child Safe in Cyberspace, 4-week course, developed & instructed

Suite University

- Search the Web Fantastic, 4-week course, developed & instructed

Books

Rex, Karin; Cecil, James et al. Nurturing Customer Relationships. NJ: Nurture Institute Press, 2006

Rex, Karin. The Internet Illuminated. NY: Skillpath, 1996.

Rex, Karin. Internet Search Techniques. NY: Ziff-Davis, 1996.

Rex, Karin. Computers in Clinical Practice. PA: American College of Physicians, 1995. 12-36.

**Other
Publications
Experience**

- Editor & Columnist for Suite101 Digital Photography & Editing topic
- Technology Columnist and Automotive Writer for Lifestyle Magazine (regional PA magazine)
- Technical Writer and Editor for Sharper Training (website)
- Web Content Editor for ICast / Zinezone, (website)
- Contributing Writer for KBKids.com (website)
- Technical Writer for Encore Software (gaming instructions)
- Freelance Writer for The Reporter (newspaper)
- Columnist for MacViews (monthly publication)
- Contributor to MacLine (quarterly publication)

**Technical
& Soft Skills
Expertise**

These are programs and topics that I have taught, written about, and/or used professionally.

Windows Platform	Macintosh Platform	Internet/Other Topics
• Windows OS	• Macintosh OS	• HTML, XML, CSS
• Microsoft Office	• Microsoft Office	• Adobe Captivate
• Adobe Captivate	• QuarkXPress	• Cascading Style Sheets
• Macromedia Breeze	• Adobe Acrobat/Distiller	• FrontPage
• QuarkXPress	• Quicken	• Explorer, Netscape, Firefox
• Quicken	• FileMaker Pro	• Technical Writing
• Adobe Acrobat/Distiller	• Photoshop & Elements	• Presentation Coaching
• Photoshop & Elements	• Macromedia Dreamweaver	• Project Management
• Macromedia Dreamweaver	• Macromedia Flash	• Internet Search Techniques
• Macromedia Flash	• Extensis BeyondPress	• Blackboard
• NetMeeting	• ChemDraw	• Time Management
• SnagIt & Camtasia	• iTunes & iPhoto	• Digital Photography

Education

- MA, Professional Writing, Chatham University 2008
- BA, Communications/Writing, Rowan University 1982

References

Supplied upon request.