

# Jon R Osterholm

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## CAREER HIGHLIGHTS

Small business development, business management, entrepreneurialism, technical communications, sales and marketing, news media, creative media

## SKILLS & SOFTWARE

- Writing • Editing • Research • Management • Publishing • Graphics and Illustration • Photography
- InDesign and Quark XPress • Acrobat • Photoshop • Illustrator • Apple iWork • Word • SharePoint
- PowerPoint • Excel • Access • Content Management Software • Web Design Software

## RECENT EXPERIENCE

- Technical Communications** **Piper Aircraft, Inc. – Vero Beach, Fla.** **2010 – today**  
**Service Publications Technical Editor** **2013 – today**  
I research, write, illustrate and publish aviation service documents, working with many subject matter experts and company leadership. I manage the airplane service document projects. Tasks require knowledge of aviation business, technology and FAA regulations; desktop publishing, variety of software.
- Technical Writer/Illustrator** **2010 – 2013**  
I researched and wrote, created illustrations and schematics, for aviation technical publications; revised maintenance manuals and inspections for current and legacy aircraft.
- Creative Everything Officer** **Ringhorne Creative – Vero Beach, Fla.** **2003–today**  
On a freelance and contract basis, I offer writing, editing, illustration, photography, desktop publishing, and business consulting. Examples of work include community theater promotion projects and desktop publishing for various nonprofit organizations.

## CAREER from 2000

- Technical Contractor** **Adecco Gov't Solutions – Winter Park, Fla.** **2009**  
I was contracted to Piper Aircraft, Inc., in Vero Beach, remotely, to develop content, illustrations and schematics for airplane maintenance manuals at an Adecco office in Winter Park.
- Professional Consultant** **TAC Worldwide – Orlando, Fla.** **2008**  
At Smurfit-Stone Container Corp., working alongside sales and engineering staff of SSCC's Automated Packaging Systems, wrote, edited and produced sales proposals for automated packaging.
- Technical Contractor** **Adecco Gov't Solutions – Winter Park, Fla.** **2005 – 2008**  
**Documentation and Proposals Writer** **2007 – 2008**  
I was contracted to Indra Systems, Inc., to produce documentation for defense aerospace contracts; role evolved to include proposals and subcontractor project management.
- Technical Writer/Illustrator** **2005 – 2006**  
I was contracted to work on-site at Piper Aircraft, Inc., in Vero Beach, to edit and write content, update page layouts and refine art and schematics for airplane manuals.
- Creative Services Supervisor** **Kinko's (FedEx Office) – Boca Raton, Fla.** **2003 – 2004**  
As a unique creative specialist at a top store (fifth highest revenue, 2004), I was the consultant for creative projects, from business cards to books. Role involved advanced print and design (Mac and PC), internal and external project management, inter-store sales, coordinating with overseas bureau.
- Assistant Editor, 'Society'** **Tribune Company – Fort Lauderdale, Fla.** **2003**  
I produced two different "Society" weekly sections (covering Broward and Palm Beach counties) promoting nonprofit organizations, published weekly in the *South Florida Sun Sentinel*. Involved editing, writing, photography, event coverage, page design, image correction, illustration.
- Media Development** **City Paper, LLC – Nashville, Tenn.** **2000 – 2002**  
**Advertising and Layout Editor** **2001 – 2002**  
I managed *The City Paper* advertising creative and overall production; oversaw edition planning (editorial and advertising). Developed PDF-based system for comprehensive editorial and advertising planning. Oversaw advertising quality control, from proofing to file troubleshooting; advisor to salespeople; chief ad designer.
- Design Editor** **2000 – 2001**  
I led the creative and editorial production team, from the inception, for *The City Paper*, a startup daily newspaper. Meeting a tight launch date, initiated daily production, managing designers and planning each issue.

## EDUCATION

**Embry-Riddle Aeronautical University, Daytona Beach, Fla.** **B.S., Aviation Business Administration, May 1992**  
Student Gov. Assoc. Executive Board; twice elected editor-in-chief of student newspaper; multiple student activity awards