

## **Peter Bates**

65 Westbourne Street  
Roslindale, MA 02131  
(617) 325-7465  
pbates@batescommunications.net  
www.batescommunications.net

### **Summary**

A writer, editor, proofreader, and designer with twenty years experience. Expert at online editing. Can edit text, graphs, raster and vector graphics, and equations. Have edited brochures, books, catalogs, technical manuals, and newsletters.

### **Experience**

#### ***Bates Communications, Boston, MA* **2002-- Present****

Founded consulting company offering clients "one stop shopping" with web services, technical writing, marketing collateral, editing, and ad design.

#### ***Boston Museum of Fine Arts, Boston, MA* **2003****

Proofread exhibition catalogue for an Impressionism exhibit.

#### ***Fidelity Marketing Information Group, Boston, MA.* **2001-2002****

Wrote and edited the content of the Web site for Fidelity's internal marketing information group.

#### ***Wellington Management Company, Boston, MA* **2002****

Developed and edited web content for the IS Managers Handbook, an internal guide to managers working in the Wellington Management Company's Information Services department.

#### ***Lotus Development Corporation, Cambridge, MA.* **1995-2001****

Edited the documentation for Notes ViP documentation, a programmer's manual.

#### ***Wang Laboratories, Lowell, MA* **1987-1995****

Managed a group of writers and editors on many technical writing project. One project lasted six months and consisted of coordinating meetings and starting a peer editing procedure for the group. Also wrote and edited content.

#### ***Northeastern University, Boston, MA* **1986****

Proofread and helped design course catalogues.

#### ***Graphics Etcetera, Boston, MA.* **1985****

Proofread brochures and annual reports.

#### ***BGS Systems, Waltham, MA.* **1985****

Edited, wrote, and designed the BGS newsletter. Responsible for article submission, photographs, computer layout, and graphics. Wrote many of the published articles.

#### ***Sky and Telescope Magazine, Cambridge, MA.* **1983****

Proofread the monthly magazine.

#### ***Miscellaneous Assignments* **1981-1983****

Edited books, image brochures, and technical manuals. The following is a partial list of clients:

The Arbor Hospital	Melrose-Wakefield Hospital	Lotus Development
Christensen Computer Systems	Museum of Fine Arts	Hewlett-Packard
Codex Corporation	Itek Corporation	Softword
BGS Systems	Neponset Valley Health System	Wang Laboratories
Boston Edison	Polaroid Corporation	BBN Communications
Gould Modicon	Raytheon Data Systems	Dun & Bradstreet Software
Harvard Business School	International Business Center	National Computer Systems

**Software Familiarity (partial list)**

Adobe (Acrobat, FrameMaker, PhotoShop, InDesign, PageMaker), CGI, CSS, CorelDraw!, dBASE II, DHTML, Digital VMS, FTP Software, HTML, Interleaf, Lotus (Domino.doc, Domino web site builder, Freelance, Notes, ViP, WordPro), Macromedia (Dreamweaver, Fireworks, Flash, Freehand), Microsoft (Access, Excel, FrontPage 2000, NT, Office, Outlook, PowerPoint, Publisher, Windows [95, 98, 2000, XP], Windows Help compiler, Word [Macintosh and Windows]), QuarkXpress, RoboHelp (Enterprise and standalone), RoboHTML, SQL, UNIX, Visio, Visual Basic, Visual SourceSafe.

**College Education**

*Bates College, A.B. in English & Journalism, magna cum laude.*

**Professional Association**

*The Society for Technical Communications (STC).*