

MIKE A. BRANNON, DOCUMENTATION AND PROCESS SPECIALIST

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RELATED EXPERIENCE

Documentation Specialist, Brannon Consulting Services LLC (*May 2011– Present*)

- Owner and proprietor.
- Established to pursue projects in all fields of professional documentation.

Lead Validation Specialist, REGISTRAT-MAPI (*April 2007 – March 2011*)

- Specialized in Late Phase Pharmaceutical Studies.
- Validated and tested protocols for computer automated systems.
- Directed, documented and completed fifty major validation projects to date, specializing in CFR Part 11 Compliance.
- Extensive experience writing Validation Plans, Installation and Operational Qualifications, and User Acceptance Tests.
- Extensive experience UAT validating ePRO and EDC Systems.

Senior Technical Writer, Exstream Software (*January 2005 – April 2007*)

- Extensive work both in documentation of the Dialogue product as well as designing and authoring seven training courses.
- Consistently assigned the most technically advanced topics documented by the department.
- Designed and developed Flash computer based training courses.

System Validator, Analysts International (*May 2004 – December 2004*)

- Contracted as a system validator in the Indianapolis area.
- Directed, documented and completed four validation projects for Eli Lilly and Company.
- Directed, documented and completed three validation projects for Disetronic in a two week timeframe.

Senior Technical Writer, Ontario Systems (*April 2002 – May 2004*)

- Led a project team documenting the Artiva line of products.
- Worked extensively in XML-based online documentation.

Documentation Department Director, Avaya Communication

(*March 2000 – March 2002*)

- First Director of the Professional Services Documentation Department.
- Duties included software documentation, business writing, press release authoring, quality assurance testing, and library science.
- Managed a team of six technical writers.

Process Engineer and Documentation Specialist, Lucent Technologies (*June 1997 – March 2000*)

- Member of the award-winning Business Development & Improvement Systems Team.
- Led fifteen Process Improvement Initiatives within Lucent.
- Built and maintained the BDIS Process Web Tool, a Process Development Tool that won the President's Team Award.
- Assisted with four ISO9000 audits (1997-1999).

INDUSTRIES

Technical writing, Software Documentation, Process Engineering, System Validation, Quality Assurance, Public Relations, Information Technology, Project Leadership, Publishing, Audit Preparation, Instructional Design, Pharmaceutical Late Phase

TECHNICAL WRITING

Adobe FrameMaker, Adobe InDesign, Quark Xpress, Scribus, FrontPage, Epic, Adobe Photoshop, Paint Shop Pro, SnagIt, RoboHelp, Sharepoint

QUALITY AND VALIDATION

ISO9000, ISO9001, TL9000, Malcolm Baldrige Quality, TickIT, 21 CFR Part 11, HIPPA, PQMI, SAP, Validation Plans, Validation Reports, Installation Qualification, Operational Qualification, Traceability Matrices, Software Development Lifecycle, Corrective Action Reports, Findings Analysis

BUSINESS TOOLS

All Microsoft Office applications, The Macromedia Suite, The Rational Suite, Artiva, CentreVu, MySQL, Visual Studio 2005, Bugzilla, Captivate

AWARDS

Department Excellence Award (Exstream Software, 2005)

Professional Services Quarterly Excellence Award, Silver Achievement (Avaya, 2000)

President's Team Achievement Award, Gold Level (Lucent, 1999)

Lucent GROWS Award (1999)

Lucent Silver Achievement (1997)

EDUCATION

M.S. Technical Communication, University of Colorado at Denver (1999 – 2001)

B.A. English and Writing, University of Colorado at Denver (1993 – 1997)