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Peter Vasdi

Summary	<p>Professional objectives: To play a support role in furthering the knowledge objectives for an organization.</p> <p>Experience and expertise: Graduated in Aeronautical Engineering in 1972. Worked as a technical writer until 1978 when I started NIVA Inc. The company is now one of Canada's premier communications companies. Since 1978 I have continued to push and discover simpler ways of furthering our company's ability to do business: managing and working on client projects, creating and implementing policies and procedures, acquiring and implementing electronic tools, automating the company accounting, developing software solutions, and constantly increasing my person experience and expertise in knowledge management and communication.</p> <p>Personal objectives: To work in areas that need documentation to target human improvement goals – for example: health, environment, access to resources, transportation, entertainment. To be challenged by newer ways of achieving these goals. To work as part of a team that targets these goals.</p>																																				
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	<p>minimize setup and maintenance costs for the department. Set standards, administrative procedures, and did a fair amount of the writing, editing, and coding. While the project was underway, I coordinated user expectations across the country. When the deliverables were ready, I created online tutorials, and developed and conducted training sessions for users. (See current web site at http://coil.chs-shc.dfo-mpo.gc.ca/.) The discoveries resulting from this project set the processed and standards used by NIVA for many subsequent knowledge and communication projects; for example, the Canadian Firearms Manual.</p> <p>1994-1996 Department of Foreign Affairs and International Trade (DFAIT) NIVA Inc.</p> <p>SIGNET systems documentation</p> <ul style="list-style-type: none"> A 24-month contract to created an on-line documentation resource (e-library) for some 1000 SIGNET (the world-wide DFAIT Intranet) systems documents. Standardized and put the hardcopy library on-line. Created a user interface with online help to the e-library. Set document authoring and management standards. Held meetings with authors and managers to implement these standards. Oversaw the authoring process (team of some 30 writers), and quality assured and managed documents entering the e-library. <p>1991-1993 Department of National Defence (DND) NIVA Inc.</p> <p>DLDC procedures documents</p> <ul style="list-style-type: none"> A 24-month contract to develop some 20 systems manuals to instruct mainframe operators on how to install, configure, and use the various mainframe operating systems. Managed the team of writers, and also wrote part of the documentation library for this project. Selected the team members and the documentation tools (IBM's BookMaster used on the IBM mainframe), set standards and conventions for both writing and production. Developed and implemented translation of these documents, and developed the change management procedure for the library.
Additional professional activities	<p>1990-current NIVA NIVA Inc.</p> <p>NIVA DocuManage</p> <ul style="list-style-type: none"> Designed and implemented an Internet-based project management system relying on MS Word for source documentation published as HTML files on the company LAN and the Internet. With the goal of enabling employees to work remotely by using the Internet as a project management medium, I pulled together all the currently understood and cost-effectively available tools (MS Word, HTML, FTP, Windows NT), and developed conventions, processes, and procedures into a secure system that makes project information visible across the Internet. <p>1980-current NIVA NIVA Inc.</p> <p>NIVA DocuCenter</p> <ul style="list-style-type: none"> Developed a suite of document authoring products based on creating an SGML- compliant document type definitions (DTDs) that acts as an engine to automatically format and structure documentation being created by information experts. Managed a team of developers and testers: planning the project, scheduling, systems analysis, systems design, user interface design, and testing. I was also involved in coding, and in all aspects of product development..
Memberships	Association of Professional Engineers of Ontario
Languages	English, French, Hungarian, Spanish (working), German (working)
Community activities	<p>Maintain the Hunt Club Community web site.</p> <p>Coordinating the effort to landscape the R. Byrns Curry Public School property.</p> <p>Editor for SuzNews, the Ottawa Suzuki School of Music newsletter. Occasional violin teacher at the school.</p>
Interests and activities	Gardening. Jogging and weight lifting. Developing and maintaining web sites. Maintaining personal database of pictures and movies on own home LAN and intranet. Raising two daughters. Traveling. Violin.
Security clearance	SECRET II, 87-11-0867 – expiry date: 24 July 2010
References	Available on request.