

Jonathan Leer
Leer Technical Communications
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<http://www.leertech.net/financialwriting>

Summary

As a professional business writer, I have had the unique opportunity to work with a variety of professionals and experts in the financial, high-tech, and healthcare industries. Many of my projects have required skills and knowledge in numerous corporate areas, such as compliance, product development, customer relations management, marketing, sales, and finance. My direct experience as a broker in the brokerage and insurance industries makes the difference in presenting complex topics in an easy-to-understand style.

I look forward to talking with you about your project goals.

Professional Associations

Public Relations Society of America (PRSA) <http://www.prsa.org>
Society for Technical Communication (STC), <http://www.stc.org>

Education

B.S. in Communication, Rensselaer Polytechnic Institute
MBA studies at Babson College and NH College
Additional studies at SUNY Binghamton, Harvard Extension, and Boston University.

Writing Samples and References

Available upon request

Sample Projects

Fallon Clinic

(leading healthcare company in Central Massachusetts)

Researched and wrote policies to comply with HIPAA Privacy and Security regulations.

Concord Group Insurance

(brokerage for auto and property/casualty insurance)

Wrote a variety of reference guides for large .NET/SQL Server integration project of 3rd-party products with backend proprietary services, upgrading from mainframe system to web-based system supporting independent agents. References were written to document portal, source subsystems (e.g., Policy Administration, Billing, e-Documents, DataWarehouse, Claims) and base system integration utilizing BizTalk orchestrations for asynchronous communications and message queuing for source-target transactions.

Family Physical Therapy Services, Inc.
(private medical group)

Researched (gap analysis) and wrote policies to comply with HIPAA Privacy and Security regulations.

Oasis Computer Products
(manufacturer of cabling and related computer products)

Updated media contact database for journals targeted to computer, electronics, and medical device manufacturers.

EMC²
(global leader in information storage systems, software, networks and services)

Wrote course design documents, user and train-the-trainer manuals, and developed e-learning modules (impact modules and simulations) for:

Circadian
(manufacturer of optical test equipment)

Edited user guide for Optical Standards Tester (OST).

CopperGate Communications
(manufacturer of chip sets for home computing OEMs)

Wrote brochure copy for new chip set capable of high-speed communication over legacy telephone and coax cable (new HomePNA standard). Developed product briefs with sample reference designs.

Triquint Semiconductor
(manufacturer of communication components)

Wrote brochure and product briefs for optoelectronics components (business acquired from Agere Systems) for enterprise/metro/wireless access, metro/regional transport, and long-haul backbone solutions (including DWDM, SONET/SDH, SAN, and GbE technologies).

Your Able Body
(online publication for Physical Therapy practices)

Added content and features to distributor web site, and *Opportunity* online newsletter for Physical Therapy administrators.

BostonSPIN
(non-profit organization for software process improvement)

Provided publicity and media relations.