

Lee Batchelor

Technical Communications Writer

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Profile

- Extensive education and subject matter expertise in medicine, pathology, horticulture, music, carpentry, marketing, and electronics (loudspeaker design).
- Experience in medical editing, specifically conversion of raw medical research data into a publisher-ready format for a medical journal.
- Well-developed business, database, and marketing experience from running a successful 12-employee business.

Education

Humber College *Diploma in Technical Communications Writing*. Extra courses in editing and XHTML; specifically trained in W3C standards.

University of Guelph *Turf Managers Course*. Specialized training in turf establishment, maintenance, pathology, and entomology.

Toronto Institute of Medical Technology *Diploma in Laboratory Medicine*. Board-certified by the Canadian Society for Medical Laboratory Science (CSMLS) in haematology, microbiology, histology, immunohaematology, and clinical chemistry.

University of Western Ontario Year one of the Honours Bachelor of Science degree program in biology.

Employment History

**1976-1980 Medical Laboratory Technologist (MLT)
St Joseph's Hospital**

Rotating MLT in the haematology, microbiology, histology, immunohaematology, and clinical chemistry departments. Related experience: Developed procedures and quality control parameters for the determination of bovine micro-haematocrits for a local veterinarian.

1981-2005 Weed Man Franchisee, Owner and Operator

Successfully owned and operated a 12-staff Weed Man franchise for 25 years. Duties included: business planning, marketing, equipment maintenance, human resources, and editing of standard procedural and training manuals to comply with local market parameters.

1981-2009 Home and Commercial Renovations

Initiated and managed home and commercial improvement projects. Skills: plumbing, electrical, trim carpentry, framing, painting, drywall finishing, and a knowledge of the Ontario Building Code.

1982-1991 Instructor

As one of the most successful Weed Man franchisees, retained as a marketing specialist and operational instructor for new franchisees. Refocused and edited standard manuals provided by the parent franchisor into customized formats that better suited the audience of trainees.

1995-2005 Examiner Ministry of the Environment (MOE)

Certified examiner for the technician training program in accordance with MOE requirements. Edited the MOE manuals to comply specifically to local environmental conditions.

Tools and Languages

Technical Writing Tools

- Microsoft Word, Excel, and Access
- Notepad++
- Timios Gantt Designer
- HTML, XHTML, CSS

Other Tools

- Microsoft Windows XP
- Voyetra Sequencer Plus (MIDI sequencer software-DOS platform)
- Cubase Studio (Audio and MIDI recording software-Windows platform)
- HT Audio Bass Box Pro (Loudspeaker design software)

Awards and Achievements

Civic Award in the Arts from the Town of Port Hope, in recognition of achievements in music and stage performance.

Civic Award as a Volunteer from the Town of Port Hope, in recognition of:

- The initiation, business planning, and innovation of a new loudspeaker system for the Cameco Capitol Arts Centre.
- Supplying sound equipment for the annual Terry Fox Run in Port Hope for 12 consecutive years. Was awarded a certificate by Terry Fox's mother (Mrs. Betty Fox) for outstanding service to her organization.

Professional Associations

- Society for Technical Communication (STC)
- United Way (Cobourg branch-Communications Committee)