



LYNNE A. SCHICK
Partner & Technical Writing Supervisor
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Qualification Profile

Twenty plus years' experience in technical research, writing and library science. Experience includes supervising, training, curriculum development, project management, technical research, drafting, writing and budget setting. Excellent communication, analytical, problem solving, organizational, writing and management skills. Works with small businesses through Fortune 100 type clients at C-suite, inside and outside counsel and the Department of Homeland Security (DHS) in applying SAFETY Act protections across multiple industries, products and services.

Core Competencies

- Proven leadership, management, technical research and writing, team-building and project management

Professional Experience

SAFETY ACT CONSULTANTS, Chicago, IL – Partner – 2010 – Present

- Key member of the team that provides clients with a total SAFETY Act solution from start to finish including insurance, marketing strategies and follow-up.
- Responsible for SAFETY Act research, technical writing and application review.

ELGIN ACADEMY, Elgin, IL – 2008 – Present – Director, Library/Media Center

- Provide reference assistance, library skills, technical writing and research techniques to students, faculty members, and parents
- Work with the Director of Technology to make recommendations to administration and faculty regarding effective use of technology
- Serve on school-wide curriculum committees
- Maintain All Audio-Visual materials and equipment for entire school

Prior Experience

FOLLETT SOFTWARE COMPANY, McHenry, IL
Senior Automation Instruction Specialist, Training Services

- Developed and maintained curriculum and materials for on-site training service delivery
- Edited and reviewed On-Demand e-Learning and printed documentation in the role of Subject Matter Expert (SME) and editor
- Trained and supported the Professional Services Organization with the use of Microsoft® Live Meeting web conferencing
- Developed instructor evaluation documents to receive feedback resulting in greater trainer success and proficiency
- Identified, trained, and certified adequate trainer resources to deliver on-site and instructor led web-based training
- Developed, implemented, and scheduled instructor led web-based training programs
- Maintained training Partner Portal in order to provide 24/7 access to training documentation
- Provided on-site training to “Top 100” customers
- Provided product support to customers, contract trainers, and employees company-wide

Additional Experience & Accomplishments

- Ralph H. Parker Award, “Most Outstanding Library Science Graduate Student,” 1985
- Member of the Illinois Library Association
- Served on the Youth Library Association Board for North Suburban Library System
- Served on the Youth Services Section Board for the Illinois Library Association

Education

- B. A. Sociology, University of Missouri-Columbia,
- M. A. Library and Information Sciences, University of Missouri-Columbia,
- Completed “Management Development Program for Library Administrators” through the School of Business Administration at Miami University, Oxford, OH [aka: Mini-MBA for Library Administrators]
- Completed Designing Instruction for Web-based Training, presented by Darryl L. Sink & Associates, Inc.