

Kenneth Gulotta

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Experience

Senior Technical Writer, Proposal Writer, and Designer

1993 – present

Description

Senior technical writer, designer, and manager with more than 25 years of experience spearheading content development for commercial and federal contracts. Skilled in proposal development and communications as well as graphic, instructional, and UX design. Fields include hardware, software, SaaS, PaaS, IT support, engineering, mechanics, medicine, education, and cloud systems.

Employers

- Multiple freelance clients, including researchers in the Tulane University Chemical and Biomolecular Engineering Department
- The Office of Personnel Management (OPM), Washington DC
- Axiom Resource Management, Falls Church, Virginia
- The University of New Orleans and Textron Marine and Land Systems, New Orleans, Louisiana
- CCI/Triad, Synthesys Technologies, the Texas State Comptroller, and Century Design, Austin, Texas

Skills

Category	Capabilities
Tools and Systems	<ul style="list-style-type: none">• Adobe Creative Cloud (including InDesign, Illustrator, Photoshop, Acrobat, and Animate) and Captivate• SharePoint, Drupal, WordPress, GitHub, and SEO• Unix/Linux, HTML, CSS, Python, JavaScript, Git, and Markdown• Microsoft 365 (all tools, including Teams)• AI and LLM prompt engineering
Training and Certifications	<ul style="list-style-type: none">• Association of Proposal Management Professionals, Foundation-Level Certification (CF APMP)• University of Maryland Robert H. Smith School of Business: AI and Career Empowerment Certification• HubSpot Academy: Content Marketing Certification• PMI: Fundamentals of Predictive Project Management

Tasks

- Contribute to and lead proposal development by analyzing RFPs and compliance criteria, drafting content, editing sections, and coordinating review efforts with proposal team members.
- Design, develop, and write manuals, textbooks, quick guides, marketing materials, policy guidelines, style guidelines, articles, scripts, interactive installation media, and other documentation for multiple audiences, including system administrators, clients, staff, and the public.
- Configure documents for compliance with Section 508 accessibility requirements.
- Develop supplemental materials to incorporate into documentation projects, including illustrations; animated tutorials; interactive forms using JavaScript and FormCalc, and interface microcopy.
- Perform graphic design, UX design, instructional design, and project management.
- Design, create, and maintain repositories and “virtual service” sites using SharePoint and similar tools.
- Supervise writing teams and participate in hiring and training.

Achievements

- Promoted from Technical Writer to Technical Lead within one year at Axiom Resource Management.
- Oversaw documentation tasks for five (5) major textbook projects, acting as the main client contact.
- Provided documentation to over five thousand (5,000) OPM users as well as additional supporting staff.
- Instituted Section 508 accessibility standards in more than one thousand (1,000) OPM user documents, including manuals, quick guides, communications, and interactive items such as forms and tutorials.
- Developed and edited successful proposal content, winning three (3) renewals of the OPM Help Desk contract and a new contract for a Peace Corps Service Desk.

Experience

(continued)

English Instructor

1998 – 2005

Description

Developed and taught more than twenty (20) classes that covered multiple topics, including surveys of the novel, the short story, and American literature, as well as tailored courses in beginning and advanced writing. Promoted from Teaching Assistant to Assistant Instructor after one year and from Assistant Instructor to Adjunct Instructor three years later.

Employer

Tulane University, Department of English, New Orleans, Louisiana

Education

Tulane University, New Orleans, Louisiana

1998 – 2008

- **Ph.D.** in English, May 2008
- **Dissertation:** “Down from Italy: The Fall and Rise of Italian American Fiction”
- **Honors:** Winner of the Richard P. and Jean A. Adams Teaching Award

The University of Texas, Austin, Texas

1986 – 1990, 1991 – 1993

- **M.A.** in English, Creative Writing Program, May 1993
- **Master’s Thesis:** “Gray Movements,” a novel
- **B.A.**, Plan II Honors Program, English Concentration, May 1990
- **Senior Thesis:** “Wooden Swords, and Other Stories”
- **Internship:** Reporter for *The Austin Light*
- **Honors:** Dean’s List and Poetry Prize in the Department of English Writing Contest

Publications

Fiction

Published in more than twenty (20) national and international journals, including *Queen’s Quarterly*, *Cottonwood*, and *Red Rock Review*. For information, see my creative writing site at www.kennethgulotta.com.

Criticism

“Transforming Interest: How to Teach Students to Write About Italian American Culture”—*Italian Cultural Studies* 2002. VIA Folios, 36. Bordighera Press.

Websites and Portfolios

- For my LinkedIn profile, go to www.linkedin.com/in/kenneth-gulotta-technical-writer
- For my technical writing website and portfolio, go to <https://kennethgulottatechwriter.com/>
- For my GitHub portfolio repository, go to <https://github.com/kgulotta/Kenneth-Gulotta-Portfolio>

Languages

Italian (professional working proficiency) and Latin (reading proficiency)

Additional Interests

- Classical guitar
- Drawing and painting
- Martial arts (second-degree black belt in Shotokan karate)