

# Stanislaw Chalicki

Seattle, WA

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- **Website Design and Maintenance:** Create sites containing text, images, video, sound, interactive forms, and plug-ins; design Web site user interfaces for optimal simplicity and visual acuity; organize content; test and troubleshoot site features; publish online and maintain updates.
- **Content Editing:** Develop content for web, promotional, technical materials for public and corporate audiences, employing appropriate editorial techniques and communication styles; research, write, format, and edit content for web-based products, prototypes, and testing as well as for external and internal presentation materials; provide editorial review and writing support for end-user instructional materials, both printed and online; confer with team members, customers and technical experts to ensure completeness of content, technical accuracy, appropriate tone, and brand editorial style.
- **Technical Communication:** Turn descriptions of technical abstractions and complex systems into comprehensible language; ensure business communications are clear and concise.
- **Web Technical Production and Consulting:** Develop technical specifications for websites; plan and review user interface design and navigation as well as site architecture for new products and features; coordinate among cross-functional groups to identify challenges; act as a liaison between creative staff, content editors, and technical teams; direct translation into foreign languages; oversee launch.

## General Skills:

- **German Translation and Software Localization:** Translate technical bulletins and patent applications in both directions; localize and test German-language applications.
- **Sales Consultation and Presentation:** Assess clients' needs and those of their internal as well as external customers, and help organize content; track progress and maintain client communication.

I look forward to the opportunity for a personal interview.

Sincerely,  
Stanislaw Chalicki

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**Creative Web- and UI Designer, Content Editor, Technical Writer, and Localizer-Translator, fluent in German and an experienced business operator and manager, needs a challenge. I have a wide computer background, am detail-oriented and passionate about clear communication.**

**Contract or full-time preferred, part-time considered for non-profits; able to travel up to 25% of the time but will not consider relocating.**

## **Dear Prospective Employer:**

I have a wide computer and Internet background as well as experience in UI design, German localization, and music. My strong preference is to work with creative people in a dynamic, multi-cultural or multi-lingual environment.

From 1995 to the present, my chief experience has been with small- to medium-sized businesses and non-profit organizations. I can handle several projects simultaneously.

## **What Sets Me Apart:**

- Before starting a project, I ensure that my clients thoroughly understand the purposes and objectives of their website within the context of their business.
- I develop content according to the needs and perceptions of a website's target audience, taking care that my clients are not embarrassed by misspellings or awkward grammar, and that the content's tone is consistent throughout the document or website.
- I apply proven, common-sense user-interface principles to design sites based on how average adults acquire and track information, and employ appropriate technology to achieve clear communication of a client's message.
- I am a creative thinker and disciplined manager who knows how to get the best out of my colleagues and subcontractors.

## **Business Skills and Experience:**

- **Web User-Interface Design:** Assess target audience's response to a variety of layout scenarios, through either client interview or usability testing. Goal is to evoke a desired response from the visitor and facilitate intuitive navigation.