*Stephen X. Arthur, M.Sc., M.F.A., B.Sc.

Vancouver, BC, Canada   sxarthur@shaw.ca sxa-portfolio.com 604-926-9787

Technical Writer

- Diverse project experience
- Senior writing/editing professional with alternative careers in fine art and science
- Strong skills in planning, writing, and editing for standard operating procedures, engineering reports, user manuals, trades training, publications, proposals, and video scripts
- Writing samples at: sxa-portfolio.com
- Strong interpersonal skills—from interviewing and collaborating with diverse subject matter experts; from mediating and negotiating with stakeholders; from showcasing technical products effectively for different audiences; as a liaison obtaining reviews and approvals of documentation; and as a user advocate.

sxa-portfolio.com

Selected Contracts

Western Canada Marine Response Corporation
Developed and wrote new standard operating procedures and operations manuals for oil-spill response and vessel operations. The project required coordinating overlapping content between many different SOPs and multiple writers to eliminate redundancy while establishing a final standard format. Nov 2016–Mar 2018

BC Hydro – Trades Training & Development
Researched and wrote the training manual for classroom delivery of a new skills-upgrading course on distribution switching for energized power-line workers. May–July 1993

Canada Metal (Pacific) Ltd.
Wrote user guide for boat owners for operation of marine anode testers. Sept 2016

E-Comm 9-1-1 Emergency Communications for Southwest British Columbia, Inc.
Originated and wrote a manual of standard operating procedures for dispatchers of fire-and-rescue responders. Engaged in brainstorming sessions with dispatchers to define protocols that reduced ambiguity and confusion, and optimized response times. *We found that we got really good value by hiring someone with Stephen's skills.* — Darcy Wilson Operation Manager – Fire Services Jun–Oct 2005

BC Mineral, Oil and Gas Revenue Branch ● BC Transmission Corporation ● Richmond Fire-Rescue ● Adwel International (Iris Power)
Wrote user guides for field assessment, operating procedures, and equipment maintenance. 2005 – 2006

Vancouver Airport Authority
Performed developmental editing, layout, copy editing, and rewriting for proposals in response to RFPs for installations of border-control kiosk machines at major international airports in Canada. Aug–Sept 2016

AeroStrategies Limited
Produced two 200-page forensic-engineering reports for an aviation consulting company for major airline clients. These assignments required the highest level of edit, including developmental edit, substantive edit, language edit, mechanical style edit (including mathematical formulas), formatting, integrity edit and referencing, policy edit, planning and coordination, and extensive appendices and cross-referenced supplemental materials. Schematic illustrations were also created or remade for optimal impact. *Stephen's work was accurate, timely, and very professional. The end product was rated as very good* — Ken Goosen, President. Jan–May 2013, Jan–April 2016

Physician Health Program of BC
Wrote standard operating procedures for the clinical coordinator role. The PHP is funded by the Doctors of BC and the BC Ministry of Health to support BC physicians, residents, medical students, and their families in dealing with personal or professional problems. Mar–May 2015

Impact BC—Practice Support Program (an alliance between BC Ministry of Health Services, the BCMA, and provincial health authorities)
Originated a series of training guides to help BC family physicians be proactive in managing care for patients with chronic ailments. Guides included *Adopting the Chronic Disease Management Toolkit*, a Web-based health-informatics tool. Response was extremely positive—1,283 physicians enrolled by Feb. 2009, with a preliminary survey showing a positive impact on both patient care and physician satisfaction. *Stephen has the ability to assess the needs of various target audiences, grasp*

technical information quickly, and produce user-friendly materials that are technically accurate and easy to read. He is very reliable, flexible, and meets deadlines. It's been a pleasure to work with him. — Jaye Routledge, Director, Impact BC 2006–2009

BC Transmission Corporation
Performed comprehensive substantive editing of BCTC's 2008 *State of the Transmission System Report* for submission to the Utilities Commission, accurately judging which information pertained to how the current state of the system matched BCTC's strategies for growth. 2008

CHC Helicopter Global Operations
Developed and wrote a manual of administrative procedures for adopting CHC's Web-based Safety & Quality Integrated Database, a global reporting and safety management system. Managers were then able to make a smooth transition from the old system, keeping incidents low. 2008

ImageMaker – New Media for the Resource Sector
Wrote original video scripts for corporate documentaries. Consulted with mining company executives to effectively portray the right information to investors in mining exploration. 2005–2007

IMT Image & Microscope Technology
From only using the software, without instructions, originated sections of a user manual for upgrades to a microscopic image-analysis application for histology labs. Client was amazed that insightful and accurate instructions could be created by a generalist technical communicator. 2005

Greater Vancouver Regional District
Wrote brochures introducing the *Drinking Water Management Plan*, a roadmap to effective water access to mid-century. Most municipalities within Greater Vancouver are following this plan. 2004

National Film Board of Canada
Developed a scientific-visualization project for schools—$80,000 development budget. Researched the subject matter in depth (historical geology), conducted market research, wrote scripts, evaluated production software and processes, and estimated the budget. 1998-2000

Other technical writing

- **BC Ministry of Forests / BCIT – Resource Inventory Skills Training Program**
- **Hughes Canada Systems Division – Training Dept. (now Raytheon Canada)**
- **Spectrum Signal Processing**
- **MDSI Mobile Data Solutions**

- **MDA McDonald Dettwiler & Associates**
- **Glenayre Electronics (now Glentel)**
- **Sydney Development**

Media production & script writing

National Film Board of Canada ● Canada Council for the Arts
Commissioned Media Artist, Content Developer, and Project Manager. Budgets ranged from $55,000 to $70,000.

Corporate documentaries and training videos
(Various clients, including BC Cancer Agency and Justice Institute of BC)
Consulting Video Script Writer and Creative Content Developer

Screenwriter
Authored six original, feature-length, commercial screenplays. Three options to produce were sold to producers in Los Angeles.

Scientific & science writing

Indivior (Richmond, Virginia) ● NYU Bluestone Center for Clinical Research ● U. Calif. San Francisco Faculty of Medicine ● McGill University Health Centre ● BC Cancer Agency ● LightIntegra Technology (Vancouver) ● Rancho Research Institute (for Rancho Los Amigos National Rehabilitation Hospital, Los Angeles)
Developed, wrote, and edited scientific biomedical research manuscripts, journal review articles, illustrations, and grant proposals. 2010 – present

Textbook
Originated and wrote a 400-page, college-level general science textbook with co-author Lorne Whitehead (recently Vice President Academic at UBC, founder TIR Systems and Brightside Tech.).

Education

- **Master of Science**
  University of British Columbia, Vancouver
- **Master of Fine Arts**
  University of Southern California, Los Angeles
- **Bachelor of Science**
  University of British Columbia, Vancouver

Software tools

Adobe Acrobat 6, Illustrator CS2, and Photoshop 7. Microsoft Word 2010, FrontPage, Excel, PowerPoint.