

# Juanita Westover

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## **Overview:**

- Successfully oversee & coordinate multiple projects across departments
- Capable of integrating different functional groups and areas
- Excellent ability to problem-solve and prioritize in crisis and deadline situations
- Work well with management to evaluate work expectations and project scope
- Function well in team environments including work with colleague strengths, provide clear direction, evaluate production and follow up when needed
- Able to organize, develop, create and publish documents for print and/or web environments

## **Employment History:**

### **IDEC Corporation, Sunnyvale, CA 1986 - Present**

#### **Publications Supervisor (01/12 – Present)**

- Provide leadership and work guidance to each project team and oversee production schedule to ensure timely delivery of documentation to internal and external users.
- Lead and coordinate project plans, allocate resources and interface with Management for strategic and tactical planning including product launch coordination.
- Responsible for hiring and interacting with outside service providers (designers, photographers and copy writers) and vendors (printers, photographers, and service bureaus) to complete schedule deadlines in a cost-effective manner.
- Hands-on creation of data sheets, brochures, corporate communication, cross-reference guides and other sales tools from concept creation, to document generation, editing and printing.
- Directly involved in generating 900 page catalog including concept, design, layout, editing and overseeing outside contractor.
- Assist with the maintenance of Ecommerce data, execution of Enewsletters, and provide input for web and social media content.

#### **Marketing Publications Project Leader (01/05 – 12/11)**

- Responsible for project management of company publications and exercising quality and cost control over documents intended for internal and external distribution.
- Direct and coordinate efforts of writers, editors, graphic designer, product marketing personnel and engineers. Interact with outside service providers (designers and copy writers) and vendors (printers, photographers, and service bureaus) to complete scheduled deadlines in a cost-effective manner.
- Gather technical information, prepare written text, and coordinate layout and organization for manuals, tutorials, catalogs, data sheets, product announcements and other publications.
- Manage project schedules and assist to establish project priorities. Work closely with management to determine project focus and scope.

#### **Senior Technical Writer (2001 – 2004)**

#### **Publication Specialist (1998 – 2000)**

#### **Administrative Supervisor (1990 – 1998)**

- Oversaw all general Administration activities including supervision of receptionist, clerical and maintenance personnel. Coordinated construction of new international corporate headquarters.
- Organized move into new 84,000 sq. ft. facility.
- Instrumental in evaluation, recommendation, purchase and installation of company-wide telephone system.
- Interacted with employees at all levels throughout company in handling daily Administration activities. Managed various company facilities, including residential and recreational properties. Established outside sales offices, including registering with government agencies. Assisted with corporate record keeping and legal activities, such as trademark registration and logo infringement.
- Direct planning of company events. Edited internal and external corporate newsletters. Provide support to President, Operations Manager and Controller as needed. Trained in meeting/classroom facilitation. Implemented company-wide corporate identity program. Assisted with development of and conducted company-wide team member skills workshops. Implemented and assisted with development of internal training programs.

#### **Administrative Assistant (1988 – 1990)**

#### **Executive Secretary (1986 – 1988)**

## **Computer Literacy:**

Windows and Mac OS, InDesign, Illustrator, Photoshop, Word, Excel, PowerPoint, Dreamweaver, and Acrobat Professional

## **Education:**

Classes: Project Management, InDesign (intermediate level), Meeting and Classroom facilitation

Diploma: Design Arts (Environmental Design), Grant MacEwan Community College, Edmonton, Alberta, Canada

Certificate: Visual Arts, Grande Prairie Regional College, Grande Prairie, Alberta, Canada

## **Other:**

Senior Partner of Investment Club, founding member, since 1996

Milpitas High School PTSA; Vice President 2011-12, Communication Chair 2013-14

Thomas Russell Middle School PTA President, 2007-09