

CONTACT

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CAREER HIGHLIGHTS

- Knowledge of structure, programs, and work methods of organisation for personnel/manning issues.
- Expertise in fact-finding, problem analysis, problem resolutions, and concrete action plans to solve problems.
- Strong ability to gather, analyse, and present facts, communicate effectively, using tact and courtesy, and possess the ability to plan, organize work, and meet deadlines. Ability to plan and organize management programs and functions of an organization.
- Possess strong people and project management skills, including the ability to lead multiple simultaneous projects. High energy and self-motivated professional with the ability to make things happen, work under pressure, and adhere to strict deadlines.

EDUCATIONAL QUALIFICATION

University Education 1999 – 2003
Open University, Milton Keynes, England
Degree in Information Technology
Mathematics / Relational Databases /
Mathematics in Computing
Computing: An Object-Oriented Approach
Diploma in Computing: Dip Comp (Open)

TECHNICAL SKILLS

Office Software: MS Word, MS Excel, MS PowerPoint, MS Office, MS Access
Translation Software: SDL Trados Studio
2011, Across, Transit, MemoQ
Programming Languages: C, C++, Java, SQL

SHAUN AVIS

*An Effective Problem-solving **Technical Writer**. Looking to build a fulfilling career in a fast-paced environment where my strong experience in information technology, database systems and exposure to technical strategy will be fully maximized to achieve corporate objectives*

PROFILE SUMMARY

A user-focused **Technical Translator and Consultant**. Offering 20+ years significant experience in information technology, database systems, automation technology, plant engineering, software development, and technical documentation. Vast experience in working and completing global concern projects including ABB, Airbus Group, Rademacher Geräte-Elektronik GmbH, BMW, Siemens, Opel, Saab, Liebherr, FTI Group and Bosch Group. Superior capacity to solve complex problems involving a wide variety of information systems, working independently on large-scale projects, thrive under pressure in fast-paced environments, and direct multiple projects from concept to implementation.
Bilingual: English and German.

CORE COMPETENCIES

- Technical translation
- Technical Writing
- Virtualization/Firewalls
- Technical Support
- Technology Integration
- Performance Evaluation
- Leadership/Mentoring
- Troubleshooting
- Network Management
- Cloud Service
- Product Management
- IT Systems Administration
- Software Development
- Agile Working
- Automation Technology

PROFESSIONAL EXPERIENCE

Technical Group Director (Marketing) & Product Manager 2000 - 2012

NORTH AMERICA FTI GMBH - MUNICH, GERMANY

- Responsible for the overall technical product management for the North American market, including responsibility for departments handling database implementation, technical realization, planning and coordination, statistical analysis, statistical modelling, controlling, product acquisition and selection, production.
- Expertly managed multiple projects to ensure deadlines were met and tasks were completed in compliance with regulatory rules and internal guidelines.
- Effectively prepared and presented training documentation to multiple departments for new product launches and process improvement initiatives.

Manager Product Administration 1995 - 2000

FTI GMBH MUNICH, GERMANY

- Responsible for the overall technical product administration for the North American and Australian regions, including database implementation, technical realisation, planning, and coordination.
- Planned and liaised with the Research business to ensure strategic business objectives are met, understanding their needs and turning those into business requirements documentation.
- Monitored and tracked key metrics and plans; executed iterative tests pre-and post-launch to optimize the impact, user experience, and business goals of specific features or areas of the product; provided frequent reporting on product performance.

PRIOR PROFESSIONAL EXPERIENCE

Head of Data Acquisition 1993 - 1995

FTI GMBH MUNICH, GERMANY

Controlling Coordinator 1991 - 1993

FTI GMBH MUNICH, GERMANY

Welfare Officer 1990 - 1991

TLC DEVON, ENGLAND