

ANNE ERIKSON

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FREELANCE TECHNICAL WRITER, EDITOR AND PROOFREADER

Technical and User Manuals / Financial Markets Experience / Editing and Proofreading /
Reformatting of Documents / Microsoft Office / Visio, PowerPoint, Graphics /
Development Environment / Training and Public Speaking Experience

PROFESSIONAL PROFILE

- Professional Technical Writer and Editor with 18 years experience, including 9 years in London from 1997 to 2005. Returned permanently to South Africa in December 2005
- Wide experience in financial sector in investment banking, energy trading and insurance
- Well-qualified with a wide business background
- Details of clients and full CV on request

PROFESSIONAL EXPERIENCE

Freelance Technical Writer and Editor, Cape Town, 2007 to Present

- Editing, copy editing and proofreading technical, training and commercial documents
- Writing and reformatting of technical and other documentation

Technical Writer and Editor, S1 (Postilion), Cape Town, 2006 to 2007

- Editing the Postilion EFT and POS documentation and training courseware
- Wrote training courseware and presentations for commercial banking applications

Technical Author at the following investment banks / financial institutions in London:

ABN AMRO, London, April to Nov 2005

- Documentation of Credit Derivatives applications to ensure Sarbanes-Oxley compliance
- Systems documentation for OSIRIS (Exotic Interest Rate Derivatives) system

Williams Lea, London, 2004 to 2005

- IT infrastructure documentation of a project for the Prudential in Stirling, Scotland

Barclays Capital - Canary Wharf, London, Jun to Sep 2004

- Documented the release process for "eT", an integrated electronic trading system for the Fixed Income trading desks

Talbot Underwriting Ltd (Underwriters at Lloyds), Apr to Jun 2004

- Technical and developer documents for the handover of the Agency Recovery System (ARS) to a third party. The system handles run-off reinsurance claims for 9/11

Reuters, Fleet Street, London, Sep to Dec 2003

- Marketing and Technical documents for Reuters Intelligent Advisor (RIA), an application for use by financial advisors working in the affluent client market

Entergy-Koch Trading Ltd, London, three contracts between 2001 and 2003

- Technical and User documentation of the energy and derivatives trading systems
- Technical documentation of NERO, a SQL Server application which processes real time market data feeds from various sources for the use of market analysts

Commerzbank - Cannon Street, London, Jan to Aug 2002

- Disaster Recovery documentation for Fidessa API, Gloss, Murex and SmartStream

JP Morgan / CSC (Computer Sciences Corporation), London, 2000 to 2001

- Documentation and Process Flow diagrams for e-Hub, an e-commerce project

Deutsche Bank, London, two contracts between Jun 1999 and Oct 2000

- Documentation of an in-house application that delivers Derivatives (Futures and Options) trading database information via the Internet

Glaxo Wellcome, West London, Apr to Jun 2000

- A Help file to assist staff to connect remotely to the Glaxo Wellcome network

Enron Europe Limited, London, Aug to Dec 1999

- Documentation for BOSS (Back Office Settlement System) for Derivatives

Greenwich NatWest, London, two contracts between Apr 1997 and Mar 2000

- User Guide for the Global Collateral System which assesses counterparty credit risk

London Stock Exchange / Andersen Consulting, London Feb 1997 to end Mar 1997

- A set of documents covering systems security at the London Stock Exchange

Technical Writer, Securities Trading & Technology CC, Jhb, Feb 1992 to Jan 1997

- User Manuals for Treasury Manager and Forex Manager, developed at STT
- Compiled help files for automated trading at SAFEX (SA Futures Exchange)

Career prior to 1992

- Details on request

EDUCATION

- Bachelor of Arts, University of Natal, Durban, 1962 – 1964
Majors: English, Speech and Drama
- CIS (Chartered Institute of Secretaries), Intermediate Diploma, 1986
Financial Accounting 1 Principles of Economics Company Law
Personnel Administration Quantitative Methods Commercial Law
General Principles of Law Business Administration Communications
- McGillivray Linnegar Associates, Basic Copy Editing and Proofreading, 2009

PROFESSIONAL MEMBERSHIP

Professional Editors' Group (PEG), 2009