

# BILL SELING

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▪ (425) 555-1234 - pretend@email.com

## SUMMARY OF QUALIFICATIONS

- More than 10 years' experience in Quality Assurance, Software Testing and Technical Writing in software development environments on small-to-large-sized projects
- Experience in several roles with standard and modified approaches to the SDLC, including Waterfall, Scrum, Spiral, RAD from software development, software testing, and technical writing perspectives
- Used Microsoft SQL, including SQL Enterprise Manager, T-SQL queries and stored procedures, DTS packages, Crystal Reports, and InfoMaker in Testing, Test Management, and Development roles
- Project Manager for yearlong \$1.2 million corporate-wide project while concurrently running yearlong \$350,000 remote access project
- Excellent communications at all levels with strong mentoring and knowledge sharing
- Delivered more than 24 project releases in 4-year span; 100% of projects implemented on time with no failed implementations or code rollbacks

## PROFESSIONAL EXPERIENCE

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**Software Tester/Technical Writer**, Election Systems & Solutions (ES&S) 08/2010 –12/2012

- Assisted with implementing Scrum into Software Development group
- Executed phases of software testing and QA, including authoring test documents, exploratory testing
- Authored user, administrator, and workgroup materials: user guides, processes, checklists, and more

**Senior Business Analyst (Test Management)**, Snohomish County PUD 03/2009 –07/2010

- Assisted driving development of applications and implementation of COTS software
- Served as test manager using various software and testing tools to identify, track and manage risk
- Tracked bugs and led triage meetings and communicated issues to ensure resolution
- Ensured data quality, performed data validation using SQL queries, stored procedures, SSIS, and more

**System Administrator**, Snohomish County Planning & Development Services 03/2008 –03/2009

- Administer permitting application, including security, creating and maintaining SQL stored procedures, performing system maintenance, and more
- Use InfoMaker (similar to Crystal Reports) to create and update reports for various business users
- Coach staff in proper maintenance, testing, and development procedures

**Software Tester/Technical Writer**, Election Systems & Solutions (ES&S) 03/2006 –03/2008

- Executed phases of software testing and QA, including authoring test documents, exploratory testing
- Authored user, administrator, and workgroup materials: user guides, processes, checklists, and more
- Install and configure envelope scanning systems (hardware & software) at county elections offices

## EDUCATION/TRAINING

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B.Sc. – University of Washington

EdCC – CIS Web Applications Developer ATA

ScrumMaster Certificate – ScrumAlliance (Member: 000118480, Expires: 02/01/15)

ITIL Foundation V3 Certificate – Loyalist (Member: 865449 05/01/2009)