



Susan Cook **Senior Writer/Editor**

Ms. Cook has 28 years of experience working in the areas of technical writing, editing, graphics preparation, document layout, Web site content management, and database management. Ms. Cook has extensive experience using Microsoft Access, Excel, and Word, ArcView geographic information system (GIS), Adobe Photoshop, Adobe Illustrator, Macromedia Dreamweaver, SPSS, and HyperText Markup Language (HTML).

- Bachelor of Science, Resource Conservation, University of Florida
- Associate of Science, Biology, Santa Fe Community College, Gainesville, Florida

2007 – Present, Senior Writer and Editor, TBC Solutions, Inc.

Ms. Cook primarily serves as a senior writer and editor for reports, manuals, handbooks, and other publications. She is particularly skilled at organizing content, creating tables of content, editing for grammar, spelling, and style, redesigning the content of graphics for clarity, and rewriting for different audiences.

1999 – 2005, Researcher/Senior Writer, State of Florida, St. Petersburg

Ms. Cook was responsible for project coordination, data management and analysis, and data production for a statewide survey of harmful algae in Florida. She was also responsible for management of Harmful Algal Bloom (HAB) Group Web pages (including site organization, writing and editing new articles, and preparing and posting weekly red tide reports and maps), and assistance with the HAB historical database.

1998 – 1999, Writer, Florida Marine Research Institute, St. Petersburg, Florida

Ms. Cook was responsible for editing documents and information from HAB Group Leader and for administrative procedures for HAB Group.

1997 – 1999, Production Manager, Measure America, Tampa, Florida

Ms. Cook edited floor plan reports using AutoCad LT.

1990 – 1997, Project Scientist, Environmental Science & Engineering, Inc.

Ms. Cook was responsible for report preparation, literature research, and field data collection and management for a variety of clients.

1984 – 1990, Technical Writer and Editor, Environmental Science & Engineering, Inc.

Ms. Cook was responsible for research, writing, and editing for a variety of technical documents including project reports, public relations plans, fact sheets, and informational brochures. She was also responsible for monitoring and controlling document production budgets, including text and graphics production, printing, binding, and distribution.

1982 – 1984, Word Processor, Water and Air Research

Ms. Cook supported technical document production.

1979 – 1982, Environmental Science & Engineering, Inc.

Ms. Cook supported technical document production.

Publications

Cook, S., and Ewel, K.C. 1992. Regeneration in Burned Cypress Swamps. Florida Scientist 55(1):62-64.