

Richard F. Graefe  
40 Seaview Avenue  
North Kingstown, RI 02852-6322  
[wordsmithri@cox.net](mailto:wordsmithri@cox.net): 401-295-5635  
<http://members.cox.net/rfgraefe>

**Career Goal:**

To work as a contract writer and editor part-time, preferably from home. (I retired in April, 2007.)

**Employment History:**

*1995 to 2007:* Technical Writer and Editor, American Power Conversion (APC), West Kingston, RI.

*Responsibilities:* I wrote, revised, and edited software and hardware manuals and online help for computer-related equipment as a Staff Technical Writer, the highest-ranking job classification for writers. I also served as an editor for the writing group and trained several other writers for the editing role. For several years, I reviewed all documentation that was to be translated to reduce wordiness and eliminate grammatical constructions and linguistic expressions that would be difficult to translate.

*1985 to 1995:* Editor, Editing Group Manager, Multi-Function Group Manager, and Technical Writer for Stratus Computer, Marlboro, MA (now Stratus Technologies, Inc.)

*Responsibilities:* I worked first as a technical editor of software and hardware manuals for computers and peripheral equipment. Then I was promoted to a position as “working manager,” supervising other editors and still serving as an editor. Later, I managed a group of writers, editors, and production staff. To help my search for a job closer to home, I voluntarily left management for a senior technical writer position for my last two years with the company.

*1976 to 1985:* Planning Associate, Council for Community Services, Providence, RI

*Responsibilities:* I evaluated community-based prevention and rehabilitation programs funded by the Governor’s Justice Commission, wrote evaluation reports and grant applications, staffed committees of volunteers, and worked on needs assessments.

*1971 to 1976:* Regional Staff Assistant, Community Services of Western Pennsylvania, Pennsylvania Bureau of Corrections, Pittsburgh, PA

*Responsibilities:* I supervised adult clients in pre-release placements with residential treatment services, assessed potential placement services, and conducted pre-furlough investigations required before prison inmates were allowed weekend furloughs.

*1967 to 1971:* Minister, Lutheran Church in America.

*Responsibilities:* I served two churches in suburban Pittsburgh.

**Education:**

Certificate in Technical Writing, Middlesex Community College, Bedford, MA, 1985

Master’s Degree in Social Work (MSW), University of Pittsburgh, 1975

Bachelor of Divinity, Lutheran Theological Seminary, Gettysburg, PA, 1967

B.A., Muhlenberg College, Allentown, PA, 1963

**Publications:**

“Tree Swallow Nesting Success at a Construction Site,” Bird Observer, Arlington, MA: June, 2002, pp. 202-207.

“Wings to Fly With,” (winning entry, short story competition), This Day, Concordia Publishing House, St. Louis, MO: November, 1966, pp. 10-13.

**References:** Professional and personal references are available upon request.