



Bay Area Tech Writers

Capabilities Statement

Since 1994, Bay Area Tech Writers has helped clients in diverse markets communicate clearly and effectively. We specialize in creating accessible documentation that is easy to understand, follow and act upon. Our documentation enhances understanding, usability and operational efficiency.

Core Competencies

Writing/Editing

- Writing and editing business, technical, marketing and instructional material
- User Guides, Admin Guides, White Papers, Data Sheets, Web Copy
- NIST SP 800-53 documentation
- Utility Vegetation Management Standards and Procedures

Project Management/Facilitation

- Managed from 1 to 5 writers, producing print, online and electronic documentation.
- Facilitated meetings with up to 20 subject matter experts (SMEs), keeping things focused and getting 100% understanding and agreement on process improvements.

Differentiators

- Work very well with multiple projects and in high-pressure situations, like tight time constraints.
- Efficient processes reduce the time necessary to produce great documents that the audience can easily understand.
- Facilitating communication among team members accelerates the team reaching consensus on what must be done.

Experience

Pacific Gas & Electric Company: Sept. 2020 – June 2024

- Created and edited transmission and distribution standards and procedures, in conformance with applicable laws and regulations.

Relay Health (Now Change Healthcare): January 2016 – March 2017

- Helped prepare for a Direct Trusted Agent Accreditation Program (DTAAP) audit, conducted by Electronic Healthcare Network Accreditation Commission (EHNAC).
- Wrote/edited responses to over 100 HIPAA/NIST-related audit criteria (security and privacy controls) and ensured that supporting documentation was complete and on time.

Rally Health: July 2014 – December 2015

- Created complete set of HIPAA documentation.

Wells Fargo: September 2018 – January 2019

- Created/updated documentation related to the system that provides ASC 815-compliant hedge accounting for their bond portfolio.

State Street Bank: July 2016 – July 2018

- Helped State Street prepare for MiFID/MTF compliance.



Company Snapshot

Established: 1994

CAGE: 01D27

UEI: GW9VGH3VH751

Service Areas: United States & Europe

We do not accept credit card payments

NAICS/UNSPSC Codes

NAISC:

711510	541690
541511	541990
541512	561410
541513	561499
541519	611420
541611	611430
541618	611710

UNSPSC: 82111500

UNSPSC Code 82111501: Instruction writing services

UNSPSC Code 82111502: Manual writing services

Licenses & Certifications:

CA SB # 201708010420

Contact

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Visit Our Website:

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Key Clients



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