

Richard T. Evans

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- ✓ *Professional indexer since 1992*
- ✓ *Past president of the American Society of Indexers (ASI)*
- ✓ *Senior member of the Society for Technical Communication (STC)*
- ✓ *Experienced lecturer, teacher, and workshop presenter*
- ✓ *Over 30 years of experience in the computer industry*
- ✓ *Experienced in designing and conducting usability tests*
- ✓ *Experienced technical writer*

Indexing: Freelance indexer, doing business as **Infodex Indexing Services, Inc.** since 1992, producing computerized indexes for books, catalogs, and periodicals. Average yearly output is 40 books (15,000 pages). Subject matter expertise in computer topics; general topics also indexed. Clients include the Coriolis Group, IDG Books Worldwide (now Hungry Minds), Addison-Wesley, North Carolina State University, IBM, and Microsoft. Indexing software: Cindex for Windows

Teaching, lecturing, and workshops: Ongoing presentations of customized one and two-day workshops for technical writers who index their own books; ongoing schedule of indexing-related short talks, roundtables, and panel discussions at professional conferences; ongoing mentoring of new indexers, both in person and online; taught several 3.5-day classes on IBM's BookMaster publishing software; created and taught two-day introductory class on Freelance for OS/2; trained usability test teams.

Computer skills: Worked as a computer operator, computer programmer, systems analyst, technical writer, and human factors engineer during a successful career at IBM. Retired from corporate life in 1992 to create indexing business.

Usability testing: Wrote user scenarios, assembled and trained test teams, conducted customer interviews and field studies, established usability guidelines and criteria, educated programmers in design principles, conducted usability tests, and reported results.

Writing: Researched, wrote, and indexed customer documentation for mainframe and LAN-based software; supervised other writers; planned and presented writer training classes on indexing and various software programs.

Education:

M.A. Psychology	State University Of New York, Binghamton, NY
B.A. Psychology	Wilkes College, Wilkes Barre, PA
A.A. Liberal Arts	Keystone Junior College, La Plume, PA

References: Available by request