Kevin Lewis

Assistant Teaching Professor in Writing

Worcester, MA

mail@kevinlewis.com

www.kevinlewis.com

Having worked as a writing practitioner for over 20 years, I believe students learn best by doing. For students of writing, "doing" means writing real-world documents and treating writing assignments as projects. I also believe writing curriculums should embrace the use of technology—not only as an authoring tool but also as a medium for delivery. I have applied these philosophies with great success in my own writing courses in higher education.

Professional and Academic Summary:

- Director of Professional Writing Program
- 9+ Years' Full-time Teaching Experience in Writing
- MFA in Writing for the Screen and Stage
- Master's Degree in Technical and Professional Writing
- Published Work Including JavaHelp Book for O'Reilly
- 20+ Years' Industry Experience as a Technical Writer

DIRECTOR APPOINTMENTS

Director of Professional Writing Program
WPI Department of Humanities and Arts • Worcester, MA • July 2022 - Present

Associate Director of Professional Writing Program
WPI Department of Humanities and Arts • Worcester, MA • July 2018 - June 2022

TEACHING APPOINTMENTS

Assistant Teaching Professor in Writing
WPI Department of Humanities and Arts • Worcester, MA • July 2022 - Present

Professor of Practice in Technical and Professional Writing
WPI Department of Humanities and Arts • Worcester, MA • July 2017 - June 2022

Associate Professor of the Practice
Virginia Tech Department of English • Blacksburg, VA • August 2016 - May 2017

Instructor of Technical Communication
Virginia Tech Department of English • Blacksburg, VA • August 2014 - August 2016

EDUCATION

Master of Fine Arts
Point Park University • Pittsburgh, PA • April 2022

Focus: Writing for the screen and stage

Master of Technical and Professional Writing
Northeastern University • Boston, MA • June 1998

Final Defense Project: Online help system with integrated computer-based training and dynamic content

Bachelor of Science
Worcester State College • Worcester, MA • December 1992

Major: Natural Science • **Minor:** English, with Concentration in Writing

---

HIGHER EDUCATION TEACHING EXPERIENCE

Courses Taught
WPI Department of Humanities and Arts • Worcester, MA

- **HU 3910:** Practicum—Writing for the Web
- **HU 3910:** Practicum—Writing Software Tutorials
- **HU 3910:** Practicum—Writing for the Software and Electronics Industries
- **ISE 1801:** Composition for Non-Native Speakers of English
- **WR 1010:** Elements of Writing (Classroom and Online Versions)
- **WR 1011:** Writing About Science and Technology
- **WR 2210:** Business Writing and Communication
- **WR 2310:** Visual Rhetoric
- **WR 241X:** Screenwriting
- **WR 3210:** Technical Writing
- **WR 4999:** Independent Study—Implementing Social Media
- **WR 4999:** Independent Study—Website Rhetoric and Design

Virginia Tech Department of English • Blacksburg, VA

- **ENGL 3764:** Technical Writing (Classroom and Online Versions)
- **ENGL 3804:** Technical Editing and Style
- **ENGL 3814:** Creating User Documentation
- **ENGL 4814:** Developing Online Content

Project Advising
WPI Department of Humanities and Arts • Worcester, MA

- **A Study of Knowledge Bases:** Major Qualifying Project by Noah Brennick, 2022.
- **Addressing Stigma and Privacy Concerns of COVID-19 and Contact Tracing:** Major Qualifying Project by Alexa Freglette, 2022.
- **API Documentation for Users and Developers:** Major Qualifying Project by Carley Gilmore, 2022.
- **Communicating Results of Engineering Studies:** Major Qualifying Project by Erin Perry, 2022.
- **Best Practices for Adapting Manufacturing Documentation:** Major Qualifying Project by Nasim Mansuri, 2021—Winner of Provost's Award for Outstanding Major Qualifying Project.
- **Medical Consent and Heterogeneity Aware Federated Learning:** Major Qualifying Project by Ann Jicha, 2021.
- **Segurança e Pesquisa*: A Case Study of Translation & Localization of Standard Operating Procedures in the BIOTAR Laboratory:** Major Qualifying Project by Katherine Gomes, 2020 (co-advised with Professor Esther Boucher-Yip) *translated from Portuguese as "Security and Research"—Winner of Provost's Award for Outstanding Major Qualifying Project.
- **Analysis of Standard Manufacturing Documentation:** Major Qualifying Project by Michael Gake, 2020.
- **An Examination of the Technical Writing Genre Through a 3D Printer Manual Case Study:** Major Qualifying Project by Miles Nallen, 2019 (co-advised with Professor Ryan Madan).

Academic and Course Development

WPI Department of Humanities and Arts • Worcester, MA

▪ **Screenwriting Course:** Proposed and developed the university's inaugural screenwriting course *WR 241X: Screenwriting*.

Virginia Tech Department of English • Blacksburg, VA

▪ **Technical Writing (Online) Instructor Handbook:** Guide that helps graduate teaching assistants and new faculty teach the online version of *ENGL 3764: Technical Writing*.

PUBLICATIONS

A Review of "Memes in Digital Culture"

Digital Humanities Quarterly • Fall 2016 • Volume 10 Number 2

Review of Limor Shifman's book *Memes in Digital Culture*.

Creating Effective JavaHelp

O'Reilly • June 2000

Book explaining the JavaHelp platform and how technical communicators can create help systems using it.

Customizing Navigation Icons in JavaHelp

O'Reilly • June 2000

Web article explaining how technical communicators can enhance navigation components for JavaHelp systems by customizing the icons used in the table of contents.

Designing Message Boxes

Intercom • November 1998 • Volume 45 Issue 9

Article explaining what software application message boxes are, why technical communicators and developers should use them, and how technical communicators can help developers construct them.

CREATIVE WORKS

Feature Film Screenplays

Benjamin Scrooge • **Holiday Comedy • 2021**

▪ An ignorantly blissful stock trader confronts unknown truths about his life when they are inadvertently revealed to him by three ghosts who visit the wrong "Scrooge" on Christmas Eve.

▪ Second rounder, Austin Film Festival 2021 screenplay competition (comedy category).

Dark of Eve • **Fantasy Drama • 2021**

▪ Against the will of her misanthropic queen, a vampire tries to find motherhood and humanity by fostering a young girl she orphaned after killing her vampire-slaying family.

Escaping Home • **Coming of Age Adventure • 2014/2022**

▪ After a meteor storm destroys civilization, an orphaned teenager tries to find surviving family by embarking with her horse and small group on a 700-mile backcountry journey against wilderness and friends who turn against her.

Donovan West: Student Demon Hunter • **Coming of Age Comedy Horror • 2013**

▪ A timid and bullied teenage prodigy retreats to his wealthy grandfather's estate only to have been secretly lured there to join his "family business" of battling demons that plague the town.

Television Screenplay
Brian (Pilot) • Original One-Hour Sci-Fi Drama • 2022

- A teenager navigates relationships, high school, and bullying as he learns his mother's incredible claim that he is half alien is proving to be true.
- Quarterfinalist, ScreenCraft TV Pilot Script Competition 2023.

Short Screenplays
Scaredy Cat • Comedy Horror • 2020

- A cowardly houseguest battles his demons when he stays overnight at his friend's haunted house.

Desert Gifts • Drama • 2020

- A compulsive gambler finds and then gambles away a large stash of cash left in his hotel room safe only to learn the money belonged to a criminal who wants her money back.
- Finalist, ScreenCraft Short Film Screenplay Competition 2023.

Short Play
Critical Care • Drama • 2020

- A young ICU doctor confronts her troubled familial relationships when she spends an entire night keeping company with a dying patient.

CONFERENCES AND OTHER TEACHING

Instructor, HTML and Website Design
Assabet Valley Center for Continuing Education • Marlborough, MA • November 2004

Eight-week continuing education course on HTML and website design.

Speaker, Creating a JavaHelp System
Help Technology Conference • Boston, MA • August 2000

Conference presentation on the JavaHelp platform, JavaHelp implementations, and the components of a JavaHelp system.

PRESENTATIONS AND WORKSHOPS

Cover Letters
Virginia Tech Graduate School Student Services • Blacksburg, VA • October 2016 - May 2017

Recurring workshop on writing and customizing cover letters to support the job-application process.

Microsoft Word Basic Formatting
Virginia Tech Graduate School Student Services • Blacksburg, VA • October 2016

Workshop on formatting content and using styles in Microsoft Word to create professional documents.

ADDITIONAL EDUCATION AND TRAINING RECEIVED

Online Pedagogy Workshop
WPI • Worcester, MA • May 2020

Workshop on tools and pedagogies for teaching online courses.

Summer Institute for Innovative Teaching
WPI • Worcester, MA • Spring 2018

Three-phase program focusing on course development, active learning theories, assessment and rubric design, and classroom communities.

Online Instructor Specialist Certification
Virginia Tech • Blacksburg, VA • June 2016

Seminar covering tools and pedagogies for teaching online courses both asynchronously and synchronously.

ENGL 6344: Rhetoric in Digital Environments
Virginia Tech • Blacksburg, VA • Spring 2015

Doctoral course studying the uses of digital media in research, information development and sharing, and advocacy regarding public issues.

Feature Film Writing Certificate, with Distinction
UCLA Extension • Los Angeles, CA • June 2014

Six-semester program on screenwriting for feature films, which included writing two original feature-film screenplays.

SERVICE

Profession
OASIS • Lightweight DITA

- Online Help Author for Lightweight DITA Example, 2018

University and Students
WPI • Worcester, MA

- Faculty Advisor, WPI Cooking Club (Student Club), 2018 - Present
- Faculty Advisor, Insight Program, 2020
- Faculty Advisor, Insight Program, 2018

Department
WPI Department of Humanities and Arts • Worcester, MA

- Chair, Professional Writing Program Review Committee, Fall 2022 - Present
- Member, Humanities & Arts Program Review Committee, Fall 2022 - Present
- Member, Humanities & Arts Faculty Activity Model of Equity and Transparency Task Force, Fall 2022 - Present
- Administrator, WPI Professional Writing Blog and Resources Website, Fall 2018 - Present
- Member, Search Committee for Professional Writing Teaching Professor, Spring 2022
- Member, Professional Writing Program Review Committee, Spring 2021 - Spring 2022
- Member, Search Committee for Professional Writing Tenure Track Professor, Fall 2019 - Spring 2020

Virginia Tech Department of English • Blacksburg, VA

- Member, Professional and Technical Writing Committee, 2014 - 2017
- Search Committee, Tenure Track Professor of Technical Communication and Rhetoric, 2015 - 2016

PROFESSIONAL AFFILIATIONS

Society for Technical Communication (STC)
June 1996 – December 2020

Academic Special Interest Group (STC SIG)
June 2014 – December 2020

PRACTITIONER EXPERIENCE SUMMARY

With over 20 years of experience in technical and professional writing, I have written countless manuals and online documents, led technical writing groups as a documentation manager, and consulted with businesses to create or improve their publications. I have also worked with many of the preferred documentation tools necessary for creating content for print, web, and mobile documents and online help.

Portfolio: Samples of my work are available at **www.kevinlewis.com/portfolio.html**.

PRACTITIONER EXPERIENCE DETAIL

Documentation Consultant
Kevin Lewis Consulting • MA, CA, and VA • May 2007 - May 2017

Worked with clients to implement documentation strategies and wrote documentation deliverables including online help, guides, and technical documents.

- Client history includes diverse range of Internet and consumer product companies such as Yahoo!, Suzuki Motors, Southern California Edison, Greenwave Systems, and many more.
- Since the number of clients and projects is extensive, I maintain a client list with descriptions at **www.kevinlewis.com**.

Manager, Technical Documentation
Iron Mountain Digital (Formerly Connected) • Southborough, MA • June 2001 - March 2006

Supervised team of 7 technical writers to deliver documentation for administrators and end users of data-backup software and administration tools that spanned multiple desktop and SaaS applications.

- Mapped group's direction, designed infrastructure for deliverables, and guided group in setting project goals.
- Developed strategy to automate and sell customized documentation to business partners.
- Managed integration of technical writers and documentation deliverables during company acquisition.
- Coordinated localization and translation of product documentation.
- Used FrameMaker, Word, WebWorks, and RoboHelp to write manuals, online help, and knowledgebase articles.

Principal Technical Writer
HighPoint Systems • Lexington, MA • January 2000 - January 2001

Wrote online help and guides for administrators and end users of repeat-order e-commerce platform and consumer apps.

- Used RoboHelp and Word to write installation manuals, administration guides, product datasheets, and online help.
- Implemented documentation strategies and established corporate standards for documentation and UI text.
- Supervised personnel involved in the development of documentation and training material.

Lead Technical Writer and Course Developer
IDX Systems (Acquired by GE Healthcare) • Boston, MA • September 1996 - January 2000

Wrote product documentation and created training material and systems to support data warehousing, relational reporting, and patient management applications for healthcare industry.

- Used FrameMaker, Word, Doc-to-Help, and RoboHelp to write user guides, installation manuals, and online help.

- Designed and integrated computer-based training, multimedia, and dynamic database content with online help.
- Researched, planned, and designed web framework for company's online university.
- Wrote functional specifications and implemented design specifications for online university.
- Assisted trainers with the design and development of computer and web-based training systems.