

Joyce Loebig

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Profile and Skill Summary

Writing	Technical documentation and user guides, web content, handouts, online training curriculum, summaries, and instructions.
Editing	Copyediting and substantive editing of technical documentation, books, and web content for varied audiences.
Communication	Proven written and oral communication skills with varied audiences to convey broad concepts, step-by-step instructions, and details.
Leadership	Manager and team lead of documentation teams. Independently creating and adhering to schedules for myself and project teams. I started and continue to run my own business.
Customer Service	Maintain professional, ethical, and privacy standards for my training and contract clients. Meets or exceeds deadlines.
Software	Microsoft Office; Google products; Adobe products. Previously used FrameMaker; PageMaker; Visio.

Experience

Freelance Editing, 2021-Present

Copyedited books, curriculum, and web content for clients. Work includes curriculum for the Canadian Association of Professional Dog Trainers; the book *Parenting Your Canine Child* by Jessica Eden O'Neill; web page content for *Positively.com*; the book *Puppy Socialization: What It Is and How to Do It* by Marge Rogers and Eileen Anderson; and online class descriptions for Your Dog's Friend.

Owner, Rewards Dog Training, www.rewardsdogtraining.com, 2012-Present

As a sole proprietor, I run all aspects of the business including client coaching, client communication, and administration. Write and edit handouts, behavior plans, and session summaries, adapting them for specific client needs. Develop and teach online and in-person dog training classes and webinars, including slide presentations, summaries, and handouts.

Freelance Technical Writing, 2004-2012

Wrote and edited user documentation and design documents for clients in the technology and telecommunications fields, including McAfee, Core Source Technologies, and Eka Systems.

Publications Manager, Acterna (now JDSU), 2000-2003

Managed a documentation team that created online help, user guides, reference guides, and installation instructions. Supervised staff; developed completion schedules; assigned work; coordinated stakeholder needs with deliverables; and ensured the team met all product deadlines. Edited print and online deliverables for content, structure, and adherence to style guide. Copyedited and proofread final deliverables; created final PDFs; coordinated with print vendors. Coordinated shared projects and corporate templates with other company sites. Performed personnel duties including staffing, goal setting, performance appraisals, and merit increases.

Additional Work History

Technical writer and research assistant positions for various government agencies and contractors. Wrote user guides, marketing copy, and training materials. Met with stakeholders, subject matter experts, and clients to ensure timely and accurate product delivery.

Education and Memberships

Writing Mentorship, International Association of Animal Behavior Consultants (IAABC), 2017, 2018, 2024, and 2025

B.A., Applied Psychology, Indiana University of Pennsylvania

Professional dog training certifications include CAPDT-KA, KPA-CTP, CSAP-BC, and Fear-free Certified.