

Louis Standish

Technical Writer/Editor

Washington, DC | +1 860 301 2198 | louisstandish@yahoo.com | <https://www.linkedin.com/in/lstandish>
| <https://lstandish.com> | Clearance: Top Secret

Technical communicator adept at synthesizing complex content for federal and private sector stakeholders. Supported the development of client-side RFPs for the US Coast Guard to align text with the department's mission. Coordinated content with multiple contributors, adapting the text so that it reflects one authoritative voice. Capable of juggling multiple projects and adhering to fluctuating deadlines. Active Top Secret clearance.

Relevant Work Experience

Pantheon Data, Washington, DC

09/2024-Present

Technical Writer

- Enhance RFPs and SOWs for the US Coast Guard through polishing the work of federal stakeholders.
- Translate complex operational and technical concepts into structured, plain-language content for engineering test plans and meeting minutes.
- Standardize documentation formats from over 18 contributors to ensure compliance with organizational standards.
- Write and edit quarterly newsletters and instructional documentation, aligning the text to the Coast Guard's style and branding guidelines.
- Created and formatted flow charts using Microsoft Publisher within strict deadlines.

Systematic Management Services, Inc., Washington, DC

10/2023-04/2024

Technical Writer

- Produced easy-to-read one-page summaries for the Department of Energy, synthesizing available documentation into something accessible and clear for institutional and government audiences.
- Collaborated with SMEs on standard operating procedures (SOPs), translating their expertise into language that contributed to the department's security goals.
- Ensured data validation and documentation for Power BI dashboards, aligning data outputs with business requirements.

Fitch Ratings, New York, NY

01/2020-10/2023

Senior Editor

- Led cross-functional collaboration between engineering and editorial teams on a Natural Language Generator (NLG) system, documenting processes and improving communication across technical and non-technical stakeholders.
- Managed high-volume reporting cycles, coordinating revisions and consolidating stakeholder feedback to ensure on-time delivery.
- Co-taught business writing course to new analysts on house style, familiarizing them with the Fitch voice and editorial practices.
- Developed and maintained standardized documentation and editorial workflows supporting high-volume financial reporting operations.

Fitch Ratings, New York, NY**10/2013-01/2020****Editor**

- Edited and published a range of materials, including press releases and detailed reports, adhering to organizational standards and enhancing readability for diverse audiences.
- Developed subject matter expertise in emerging editorial technologies, supporting adoption and training for tools such as the Ratings Navigator, and contributing to continuous improvement initiatives across the department.
- Coordinated multi-stakeholder review cycles to ensure accuracy, consistency, and on-time delivery of high-volume reporting.

Education

University of Chicago, Chicago, IL

Master of Arts — International Relations with a strong concentration in research, writing, and editing

Goucher College, Baltimore, MD

Bachelor of Arts — English, Minors in Anthropology and French

Skills

Programming | Markdown (in progress) and GitHub (Basic proficiency)

Office | Microsoft Word, PowerPoint, and Excel

Editorial and Communication Skills | Plain language writing, editorial standards and style guides, editorial workflows and version control, and stakeholder collaboration and training support

Graphics | Adobe InDesign (Intermediate), Adobe Photoshop (Beginner), and Adobe Illustrator (Beginner)

Data Analysis Software | SQL (Intermediate) and Tableau (Beginner)

Languages | French (Fluent)