



Merry Foxworth

Ms. Foxworth has 20 years of experience as a technical writer, medical writer, editor, and German-English translator related to the preparation of scientific, technical, engineering, manufacturing, medical device, and pharmaceutical publications. Ms. Foxworth has developed and written user manuals, protocols, formats and templates, equipment specifications, standard operating procedures, guidelines for processes, contract proposals, technical descriptions, and updates on new medical techniques. Ms. Foxworth has assisted with project planning and management and has served as a liaison for internal work groups, vendors, and customers.

- Medical courses, University of Graz School of Medicine, Graz, Austria
- Pre-medical courses, Rutgers University, Newark, NJ
- Bachelor of Music, organ performance, Oberlin College, Oberlin, OH

2006 - Present, Consulting Technical Writer/Editor, TBC Solutions, Inc.

Ms. Foxworth is responsible for providing technical writing, editing, and publication support for both government and commercial projects. Specific responsibilities include consultation with clients to determine project requirements, supporting senior technical writers/editors during the performance of project work, performance of quality control reviews for project deliverables, and final production of project deliverables.

2003, Technical Writer, Genzyme Corporation

Ms. Foxworth prepared standard operating procedures, guidelines, and working instructions to align with ICH GCP, FDA Rule 21 Part 11, and other regulatory practices. Ms. Foxworth worked with subject matter experts to establish and review business practices, participated on project teams as the lead technical writer, and provided guidance on documentation requirements.

2002, Technical Writer, Sionex Corporation

Ms. Foxworth prepared and edited user manuals and technical descriptions for chemical sensors, and developed website and marketing content, in coordination with a scientific and engineering staff and a website developer.

2000 - 2002, Technical Writer and Validation Documentation Specialist, Millipore Corporation

Ms. Foxworth prepared and revised custom IQ/OQ protocols and reports for validation of automatic integrity testers for sterilizing filters; interfaced with customers, field sales personnel,

service personnel, validation specialists, and engineering staff members regarding documentation requirements; and revised and upgraded document templates and processes.

1998 - 2000, Medical Writer, Sumitali Internet Services

Ms. Foxworth prepared articles for professional medical audiences regarding topics of current medical interest for the Global Health 2000 medical website.

1998, Technical Writer, Sims Level 1 Technologies, Inc.

Ms. Foxworth developed a manual for biomedical technicians regarding the maintenance and troubleshooting of electronic medical devices.

1997, Technical Writer, Zymark Corporation

Ms. Foxworth compiled glossaries of terms, edited software manuals, and wrote Standard Product Life Cycle documentation for laboratory robotic systems.

1997, Technical Writer, Smith + Nephew Endoscopy

Ms. Foxworth developed a user manual for intraoperative video imaging software that was distributed to sales representatives and customers.

1997, Technical Writer, C. R. Bard Co., USCI Division

Ms. Foxworth standardized instruction source language, standardized symbol captions for CE Mark labeling, and compiled cardiology instrumentation glossaries of terms.

1996, Technical Writer, BW Manufacturing Inc. (subs. Glaxo-Wellcome)

Ms. Foxworth prepared and edited descriptions of processes, testing, and cleaning procedures for United Kingdom and United States pharmaceutical manufacturing licensing applications.

1995, German-English Translator, SAP America

Ms. Foxworth translated software documentation from German into English for various materials management, plant maintenance, and production planning software applications.

1992 - 1995, Editor/Medical Transcriptionist/Word Processor, Massachusetts General Hospital

Ms. Foxworth edited journal articles, prepared and edited research grant applications, transcribed clinical reports, and performed administrative functions in the areas of research, patient care, and facilities engineering.

**1978 - 1991, German-English Medical/Technical Translator and Writer,
Self-Employed**

Ms. Foxworth translated published medical literature (full text articles and abstracts), clinical case reports and summaries, regulatory guidelines, package inserts, and technical documentation from German into English.

1984 - 1985, Technical Information Specialist, Hoffmann-LaRoche Inc.

Ms. Foxworth developed FDA validation protocols and standard operating procedures for process development, quality control, cleaning and sterilizing of pharmaceutical manufacturing equipment, and computerization of inventory functions.