

Maxwell C. Berins

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Profile of Qualifications

- Experienced writer and meticulous editor
- Strong set of computer skills
 - Microsoft Word, Excel, PowerPoint, Windows, PC and Mac, FileMaker, Dreamweaver, Photoshop, Bluebeam, HTML
- Prior experience conducting market research and strong research skills overall
- Personable team player; engenders trust and confidence
- Strong communication skills
- Autonomous worker who requires little supervision
- Self-starting quick learner who thrives on challenges

Education

Bachelor of Arts, Communication
St. Edward's University, Austin, TX

Fall 2001 – Spring 2004
Magna Cum Laude

Relevant Courses

Technical and Business Writing, Group Communication, Cultural Communication, Broadcast Journalism, Mass Communication, Copy Editing, American Grammar

Experience

SonicWALL
Sunnyvale, CA

Summer 2007 – Present

Technical Writer/Editor (freelance)

- Copy edit Administrator's Guides, User Guides, and other specifications to produce materials that are clear, concise, and free of errors
- Create, edit, and update FAQ guides for SonicWALL product lines to keep information current
- Research and produce company profile reports to inform SonicWALL of competition
- Created Wikipedia entry for SonicWALL, which is periodically revised and updated, to increase company exposure on the Internet
- Test anti-spam devices (spam seeding) to evaluate effectiveness in spam detection and blocking
- *Writing/Editing Contributions include:*
 - Senior Technical Editor of *SonicWALL Secure Wireless Network Integrated Solutions Guide* (2008 Syngress Publishing, ISBN-10: 1597491934, ISBN-13: 978-1597491938)
 - SonicWALL Wikipedia entry (<http://en.wikipedia.org/wiki/SonicWALL>)
 - Wiki maintenance guide
 - *Network Security Appliance (NSA) Series 2400/3500/4500/5000/7500 Getting Started Guides*
 - *SonicOS Enhanced 5.0.0.2 Release Notes*
 - *SonicOS Enhanced 5.0 Administrator's Guide*
 - *SSL-VPN 2.5 Administrator's Guide*

- TZ170/180 FAQs
- SonicWALL Aventail appliance line FAQ
- *NitroSecurity Company Profile* report
- *A Simple Technique to Generate Large Volumes of Spam* (for anti-spam hardware/software testing)
- *The History of SonicWALL: No More Little Blue Boxes*

Berins & Co, LLC

Fall 1996 – Present

Dallas, TX

Research Associate

- Developed an electronic filing system that organized reports and work papers into a geographical database
- Created maps and Excel spreadsheets for market studies
- Gather data for market research to provide clients information to assess viability of locations for potential hotel sites

Bill Oliver/Mr. Habitat

Spring 2003

Austin, TX

Intern

- Developed website that was more user-friendly, navigable, and aesthetically pleasing
- Member of team that planned, promoted, and facilitated concerts

Cuisine Scene Magazine

Summer 2002

Austin, TX

Intern

- Wrote restaurant reviews for quarterly to provide subscribers knowledgeable assessments of restaurants' food & services
- Edited text for magazine to ensure accuracy of content
- Updated calendars and databases to maintain their accuracy

Organizations and Honor Societies

Alpha Chi National Honor Scholarship Society
Texas Tau Chapter

Spring 2003 – Present

Alpha Sigma Lambda National Honor Society
Epsilon Omega Chapter

Spring 2003 – Spring 2004

Lambda Pi Eta National Communication
Association Honor Society

Spring 2003 – Present

St. Edward's Fellows

Fall 2002 – Spring 2004

Writers' League of Texas

Spring 2004 – Spring 2005