

Jill M. Taylor

writer, editor, consultant

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- work experience**
- chief executive officer/ Taylorwrites, Inc. 2003 to present**
Communications services for businesses and non-profit organizations, specializing in medicine/health, science/technology, and regulatory affairs. Services include, but are not limited to, medical journalism, slide kits, continuing medical education, consumer education, white papers, corporate training modules, quality/regulatory auditing and reporting, process documentation, web site development and content, and magazine articles. Clients include, but are not limited to, Medscape, Reuters, Doctor's Guide, Tecnix, Shaw Science Partners, Clinical Care Options, First Word Newsletter, Connect Marketing, Adair-Greene, and Reed Business Publications.
- content manager/Dialog Medical 2005 to 2006**
Managed the Content Department of software company offering automated informed consent system to hospital systems and physician practices. Directed team of medical editors, freelance writers, and physician reviewers; planned for and managed projects and content development for new clients. Wrote and edited patient education as well as informed consent documents. Implemented standards for writing and editing content. Documented Content Department processes and performed company training regarding content development.
- qa workbench manager/ sr. programmer/analyst Delta Technology/Worldspan 1998 to 2002**
Member of R&D/Architecture department for an airline reservation systems company jointly owned by Delta, Northwest, and TWA airlines. Researched new technologies, performed in-house proof of concepts, and made enterprise level recommendations based on existing architectural strategies. Produced software installation guides, laboratory test guidelines, and training modules. Wrote reports/white papers for internal development community consumption.
- qa/ra manager/ Burnham (now UPS) 1996 to 1998**
Managed quality assurance and regulatory affairs for logistics company, now owned by United Parcel Services (UPS). Responsible for quality/regulatory programs and certifications (ISO 9002) across 100+ facilities in the United States and Canada which processed/handled medical devices and kits. Lead corporate auditing program; developed and administered training programs and materials in support of FDA, EPA, and OSHA regulations. Acted as corporate liaison for regulatory agencies and certifying bodies.
- iso 9000 project manager/ American Software 1995 to 1996**
Hired as an internal consultant to manage ISO 9001/TickIT certification effort for seven divisions of logistics software company. Project slated for one year was completed in 9 months. Produced documentation and implemented processes associated with the software development lifecycle and internal auditing.

qa/ra supervisor/ Medfusion**1993 to 1995**

Responsible for managing compliance in the Regulatory Affairs department of an infusion pump manufacturer, which was sold to Medex (OEM manufacturer, Dublin, OH). Supervised product specialists and regulatory affairs associates and maintained processes associated with device malfunction investigations, regulatory reporting, device tracking, and cGMP training. Also functioned as a member of the corporate audit team and contributed to 510(k) submissions.

clinical chemist/ AVL Scientific**1991 to 1993**

Reported to the Quality Assurance department of a medical device company specializing in blood-gas and electrolyte analyzers. Performed testing of standards and blood samples, verified working condition of new and customer owned machines, performed complaint investigations, and participated in ISO 9001 certification project.

education**Auburn University**

BA Psychology/Business Management
Graduate study in clinical neuropsychology

Kennesaw University

Non-degree; biology, chemistry, pharmacology

Southern Polytech

Non-degree; object-oriented programming, C++

British Standards Institute Lead Assessor, ISO 9000

associations**American Medical Writers Association****National Science Writers Association****Regulatory Affairs Professionals Society****Plain Language Association International****certifications****Certified Quality Auditor (CQA)** Certificate #15524 (not renewed in 2006)**interests**

Reading

Veterinary medicine

Outdoor activities (hiking, camping, fishing, horseback riding)

Eco-travel

Art and Music