

OVERVIEW

- Experienced in electronics & electrical engineering, training, and web development.
- Dedicated to providing professional documentation, technical support, and training.
- Highly skilled document specialist and writer able to reach wide variety of audiences.
- Extensive experience in researching, disseminating, and writing documentation.

SKILLS SUMMARY

Professional

- Provide electrical/electronic engineering (research, design, and development) support, project management.
- Technical manuals, specifications, system standards (SS & OS), operators and owners manuals (OM), troubleshooting guides (TSG), service manuals (SM), white papers.
- Adult education, computer based training (CBTs), distance learning, course ware development, implementation.

Engineering

- 120 - 600 volt AC electrical wiring, lighting and motor controls, and power distribution, relay logic, RF, electronics design & controls, pneumatic controls, schematics, computer systems, and a wide range of electronics and diagnostics tools, including limited experience with CANape and CANalyzer.

Curriculum

- Over 10 years experience developing curriculum and providing training in mathematics, physics, HVAC, electronics, electrical systems, pneumatics and computer control systems, computer based distance learning, management and ethics, and computer sciences.

Software Skills

- Front Page, Cold Fusion, Coffee Cup, Real Player Dev., HTML, JAVA1-2, XML, BASIC, Assembly Language, Machine Language, Hex, DOS, Windows,3-3.11, 95, 98, 2000, Vista, Linux,
- Network service and installation (LAN), Wireless networking (WLAN, Wi-Fi, Cisco, Linksys, Avaya, TCPIP, 802.11).
- Drawing and Paint programs: Photo Shop, Corel Draw, MS Paint, MS Draw, Claris Works, GIF animation and drawing pkgs., etc.
- MS Office 2003-2007, Word, Access, Excel, Visio, Publisher, Project, MS Works, Adobe Acrobat, Adobe CS2, Lotus Notes, SharePoint, TeamCenter, TcSE, Design Collaboration Center (DCC), AppShare, Net Meeting, Remote Desktop Connection, Wildfire, PSpice, & others.

CERTIFICATIONS

6 Sigma Green Belt

CANape & CANalyzer

State Of Illinois Teaching Certificates 1989 - 1994

FCC Broadcast Technician

FCC Advanced Amateur Radio

EPA Section 608 Universal Technician

FCC 3rd Class Radio Telephone

CPR and Auto Extrication

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PROFESSIONAL EMPLOYMENT

Caterpillar Inc. and Progress Rail Services, Inc.

Technical Writer & Engineering Support

July 2006 to Present

- Technical writer and engineering support for the Electrical Power Generation (EPG), engines, marine, and locomotive electronics divisions of Caterpillar.
- Technical writer and engineering support for the retrofit locomotive division of Progress Rail (a solely owned subsidiary of Caterpillar Inc.).
- Author of software system standards, application and installation manuals, service manuals, owners manuals (OM), and owner/operator guides (OM&OP),
- Author of numerous white papers for grounding generators and grounding control systems.
- Three patents submitted and under review.
- Electronics design and review of engine control modules (ECM) and computer control circuits.
- Authored other manuals and white papers as well as providing other electrical and electronic engineering support.
- Develop databases for monitoring and updating software features, locomotive parts inventory, and system standards document tracking.
- 6 Sigma Green Belt w/Continuous Product Improvement (CPI) certificate
- Inventor of and patent searches for:
 - Optical sensor system.
 - Three phase multiple genset grounding detection.
 - Variable frequency motor soft start.
- Updated marine systems training course for web and computer based training.
- Review and application of government regulations pertaining to locomotives, marine, and electrical power distribution.

CAPTAIN MICRO Computer Services

1995 to Current

Owner/Consultant

- Computer training and consulting (www.cptmicro.com).
- PC sales & service, hazard removal, upgrades, system design.
- Web site services, technical contract services, Networks: LAN, W-LAN, WIFI.

Midstate College

August 2002 to December 2003

Instructor (adjunct)

- Instructed classes in Computer Information Systems (CIS), Mathematics, Office XP, Business Math, Algebra, and other entry level computer sciences.
- Participant in curriculum review and development board
- Advised on organizational practices.
- Participant in student testing, evaluation, and pregraduation evaluations.

PROFESSIONAL EMPLOYMENT (continued)

Lennox Industries, Inc.

April 1999 to November 2001

Technical Writer, Curriculum Developer

- Curriculum Development, Training Consultant, Web-master
- Project manager for rewriting electrical and HVAC course curriculum. Utilized graphics & publishing software culminating in twelve textbooks and associated work books, lab manuals, support videos, PowerPoint presentations, and exams. These are currently being used across the country to train HVAC technicians.
- Designed and implemented internal departmental intranet web site requiring web development tools such as FrontPage, Cold Fusion, Coffee Cup, and others.
- Designed and implemented intranet training web site requiring web graphics packages, audio and video packages, authoring tools such as FrontPage, MS Office, Corel, and many others. This site included in house work shops and training sessions (including ISO 9000, safety, haz-mat, managing projects, etc.).

Richland Community College

1994 to 1998

Professor & Curriculum Developer

- Designed, authored, and taught state accredited 50 credit hour course in Heating Ventilation Air Conditioning & Refrigeration (HVAC&R). This required detailed understanding in the field of Heating Ventilating and Air Conditioning, Pneumatics, Electricity, Diagnostics, and other related skills.
- Designed specialized training equipment and lab equipment.
- Director of HVAC advisory board.
- The HVAC program was approved by the State of Illinois Department of Education for fifty credit hours.
- Used Simulink training for HVAC computer competency skills.
- Taught courses in Horticulture Control Systems, Electronics, Computer Science, and Computer Information Services (CIS).

Heartland Community College, American College of Technology, Universal Technical Institute (UTI)

1986 to 1996

Adjunct Instructor & Curriculum Developer

- Established new HVAC training facility at UTI.
- Developed various courseware for HVAC, appliance repair, commercial refrigeration, electrical, and troubleshooting.
- Taught courses in Heating Ventilation Air Conditioning & Refrigeration (HVAC&R)
- Purchased related training equipment.

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EDUCATION

ITT Technical Institute

Indianapolis, IN
Electronics Engineering Technology

Illinois Central College

E. Peoria, IL
Electronics Engineering Technology

Richland Community College

Decatur, IL
Electronics Technology

CREDIT HOURS

Over 120 semester credit hours of earned and programs taught at a post secondary level including two State of Illinois teaching certificates at Post Secondary level.

TEACHING EXPERIENCE

Midstate College
Richland Community College
Heartland Community College
American College of Technology (closed)
Universal Technical Institute
Lincoln Technical Institute
Illinois Central College

SPECIAL HONORS AND AWARDS

Doctorate of Philosophy in Theological Studies: Honorary

Chair Person

HVAC Advisory Board
Richland Community College
1994 to 1995

Chair Person

Heartland Medical Clinic
2002 to 2003

First Place, Microprocessor Division State Of Illinois

Illinois Association of Electrical and Electronics Educators
Post Secondary Electricity and Electronics Contest, 1985

Vice President's Honor List

Illinois Central College, Spring 1985