

**Aaron Snitzer**  
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## SUMMARY

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Results driven professional with progressive responsibility and experience in quality assurance and technical documentation within a web-based IT environment.

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## EXPERIENCE

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### **American College of Cardiology, Washington D.C.**

Nonprofit medical organization of approximately 300 employees

#### Senior Coordinator, Quality Assurance

May 2007 – May 2010

Managed quality assurance testing of interactive online multimedia and patient registry databases.

- Responsible for validating functionality of new and existing internet-based product offerings.
- Coordinated product specifications and priorities between departments.
- Led and directed System Acceptance Testing and User Acceptance Testing phases of development with business unit managers and product development departments.
- Implemented testing under mixed agile development environment.

#### Senior Coordinator, Technical Support

July 2006 – May 2007

Provided technical support for online patient registry databases measuring surgical procedure outcomes.

- Responsible for developing and writing user help documentation for new and existing software deliverables.
- Interfaced with business development and wrote software requirements for new online product upgrades.
- Quality assurance responsibility for identifying and documenting fixes for user issues.

### **Computer Sciences Corporation, Washington D.C.**

\$17 billion information technology and business services company

#### Documentation Specialist

September 2005 – July 2006

Member of a 40 person team working under multiple government contracts to build ship simulation hardware and software for the Navy and Coast Guard.

- Responsible for purchasing materials for every element of product specification. Sourced vendors, communicated with management, purchased, received, and monitored shipments.
  - Developed, wrote, and edited technical manuals and government proposals.
  - Responsible for maintaining, logging, and tracking software and hardware defects using ClearQuest issue tracking database software.
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## EDUCATION

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<b>George Mason University</b>	Bachelor of Arts, English	2001 – 2005
<b>Georgetown University</b>	MBA Candidate	2008 – 2011

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## SKILLS AND QUALIFICATIONS

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- Extensive on-the-job experience hand coding (X)HTML and CSS.
- Toastmasters International member.