

**From:** "sarahburks@;  
**To:** freidy@town.arlington.ma.us, +  
**Date:** 06/17/2019 02:45 PM  
**Subject:** recommendation for appointment to Cyrus Dallin Art Museum Board of Trustees

Hi Fran,

Aimee Taberner resigned from the Board of Trustees of the Cyrus Dallin Art Museum in December 2018. The trustees have recently voted to recommend to the Select Board that Susan Gilbert be appointed. I'm attaching Susan's email and resume. Could we get this scheduled for an upcoming meeting of the Select Board?

Thank you!

Sarah

# Susan R. Gilbert

Arlington, MA 02474

## Summary

More than 25 years of professional editing/writing experience producing books, manuals, brochures, proposals, newsletters, reports, articles, and websites.

## Skills

- Proficient at online, content, developmental, and copy edits; proofreading; print and online production; project management.
- Competent in the use of MS-Windows, Word for Windows, PageMaker, Publisher, and PowerPoint.
- Excellent at both written and verbal communication.
- Productive when working alone or as a team member.

## Experience

### Current

***President, Edex, Arlington, MA***

**Freelance writer and technical editor**

Clients: **Alpha Software Corporation, Burlington, MA**  
**American Red Cross, Boston, MA**  
**Appalachian Mountain Club, Boston, MA**  
**Course Technology, Boston, MA**  
**Massachusetts Audubon Society, Lincoln, MA**  
**Massachusetts Institute of Technology, Cambridge, MA**  
**Microsoft Corporation, Redmond, WA**  
**Oxfam America, Boston, MA**  
**Princeton University Press, Princeton, NJ**  
**Stratus Computer, Inc., Marlborough, MA**  
**Wellesley College, Wellesley, MA**  
**WGBH/Channel 2, Boston, MA**  
**YourArlington, Arlington, MA**

### Previous Experience

***Technical/Marketing Writer, Xenergy, Inc., Burlington, MA***

- Translated data from engineers and product managers into well-organized, understandable documentation.
- Generated brochures, proposals, and reports targeted to clients' needs.

***Senior Technical Editor, Wang Laboratories, Inc., Lowell, MA***

- Enhanced the usability of numerous products by producing, on time and in a team context, over 300 pre- and post-sale PC user documents.
- Designed documentation strategies with product managers and writers, supervising 14 editors in the timely production of over 50 documents.
- Structured and streamlined documents, resulting in more persuasive and easier-to-use literature.
- Helped write and maintain the department-wide Style Guide.
- Wrote and co-produced a video on how to use a computer.

***Writer/Editor, The MITRE Corporation, Bedford, MA***

- Edited and produced numerous high-quality technical manuals and brochures.
- Managed the company's entire Independent Research documentation, a five-volume set of over 300 proposals responsible for all outside funding.
- Trained new editors and supervised their work.

***Publicity Assistant, New England Life, Boston, MA***

- Wrote press releases to announce new products and hirings.

***Production Assistant, Little, Brown and Company, Boston, MA***

- Coordinated the production of brochures, catalogs, and press releases.

## Education

**Cornell University**, Ithaca, NY, B.A., History

*Dean's List; Cornell Daily Sun*, News Reporter, Feature Writer

**Northeastern University**, Boston, MA, Certificate, Technical Writing

**Massachusetts Institute of Technology**, Cambridge, MA, Professional Seminars: Online Documentation, Graphic Design, Multimedia Presentations

## Awards

**Achievement**, international Society for Technical Communication (STC).

**Finalist, Best of Show**; one **Distinguished**, three **Merit**, three **Achievement**, regional STC.

*Lexington Who's Who of Executives and Professionals*

## OFFICE OF THE SELECT BOARD

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TOWN OF ARLINGTON  
MASSACHUSETTS 02476-4908

June 27, 2019

Susan Gilbert

Arlington, MA 02474

Re: Appointment: Cyrus Dallin At Museum, Board of Trustees

Dear Ms. Gilbert:

As a matter of the standard appointment procedure, the Select Board requests that you attend a meeting of the Select Board at Town Hall, Select Board Chambers, 2<sup>nd</sup> Floor, 730 Massachusetts Avenue, on Monday, July 22nd at 7:15 p.m.

It is a requirement of the Select Board that you be present at this meeting. Your presence will give the Board an opportunity to meet and discuss matters with you about the area of activity in which you will be involved.

Please contact this office to confirm the date and time with Fran, Ashley, or Lauren at the above number.

Thank you.

Very truly yours,  
SELECT BOARD

*Marie A. Krepelka*

Marie A. Krepelka  
Board Administrator

MAK:fr