

# Petra Wehle

## *Senior Technical Communications Specialist*

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**Technical communications • Project management • Process development  
Training • Document control • Developmental editor • Technical writer  
Environment • Safety culture • Sustainable energy technology**

### Skills Summary

- 15+ years technical writing and developmental editing in academic, business, and research environments
- Taught professional and technical writing and the art of presentation at the university level
- Highly skilled in interdisciplinary and cross-cultural communication and facilitation
- Engineering degree and laboratory and field experience (energy and environmental sectors)
- Master of Arts in Interdisciplinary Social Science (energy and the environment)
- Microsoft Office Suite (Word, Excel, PowerPoint,) Visio, Smartsheet, SharePoint), Adobe (Acrobat Pro, Illustrator)  
Web tools (WordPress, Dreamweaver), Asset Management Programs

### Professional Experience

#### Senior Technical / Developmental Editor

Lawrence Berkeley National Laboratory, Berkeley, CA (contractor)

*Nov 2012 – present*

Responsibilities include:

- Collaborating with subject matter experts to developmentally edit a full range of environmental reports, plans, and correspondence
- Preparing documents for production, including applying advanced formatting and creating figures, graphs, and tables
- Maintaining the correspondence system, including managing all written communications with regulatory agencies
- Promoting safety culture by supporting safety awards programs, interviewing employees to develop articles that highlight safety awareness, and assessing safety-related web pages to optimize usability
- Developing informative and graphically interesting PowerPoint presentations

#### Communications Consultant

The Mosaic Company, San Ramon CA

*Nov 2011 - June 2012*

- Working with a team of consultants at a major corporation, conducted internal interviews at all levels — from senior directors to apprentices — to characterize the effectiveness of training programs and developmentally edited the resulting 280-page report prepared for top management
- Provided quality control for online course for implementing an asset management program for a major utility

#### Information Editor

SLAC National Accelerator Laboratory, Menlo Park, CA

*June 2006 - Dec 2010*

- Facilitated meetings and conducted interviews with Environment, Safety and Health program managers, subject matter experts, and stakeholders
- Synthesized information to arrive at policy and developmentally edited or wrote drafts throughout the policy making process
- Developmentally edited online courses
- Created flow charts, tables, and diagrams of work processes
- Edited and revised a range of documents including reports, manuals, pamphlets, procedures
- Supported the publishing coordinator in the publishing process for the Environment, Safety and Health Manual by adhering to strict document control processes

### **Technical and Professional Writing Instructor**

San Francisco State University, San Francisco, CA

2004, 2005, 2007

- Taught *Technical and Professional Writing* (TPW 400); Technical and Professional Writing Program
- Taught *Communications and Presentations* (DAI 324); Design and Industry Department

Inlingua Language School, Mannheim, Germany

2002 - 03

- Taught business and conversational English
- Coached engineers and professionals in presentation preparation and delivery

### **Technical Writer / Document Designer**

Hoefer Scientific Instruments, Inc., San Francisco, CA

1993 - 98

- Collaborated with marketing professionals and engineers to write, edit, design, lay out, and produce instruction manuals, quick reference guides, technical bulletins, and product collateral for bio-tech instruments

### **Developmental Editor (Technical)**

Lawrence Berkeley National Laboratory, Berkeley, CA

1995 (Subcontracted)

- Edited conference papers (specialized in non-native English speaking authors) to be published in *Deep Injection Disposal of Hazardous and Industrial Waste, Scientific and Engineering Aspects*, eds. Apps, John and Chin-Fu Tsang (1996), Elsevier Science and Technology Books

### **Project Technical Writer**

PG&E, San Francisco, CA

1990 - 92 (Subcontracted through Compag)

- Authored the technical section (ca. 40% of 550 pages) of IABC award-winning *Resource: An Encyclopedia of Energy Utility Terms*, 2nd ed. (1992), *Resource*. (Published by PG&E; served as both an educational and marketing tool, still in use as of 2011)

### **Environmental Researcher**

Environmental Resources, Ltd., London, England

1989 - 90

- Supervised field work for an environmental audit of a decommissioned power plant
- Co-authored environmental impact statements and reports such as *Generic Study of Effects on Health of 400 kV Transmission Lines*

## **Education**

### **Master of Arts, Interdisciplinary Social Sciences**

San Francisco State University, San Francisco, CA

2002

- Thesis emphasis: energy technologies and environmental issues
- Graduate assistant for Professor (Emeritus) Ray Miller, 2 semesters
- Completed an exchange semester at UC Berkeley with the Energy Resources Group

### **Bachelor of Science, Petroleum Engineering**

Texas A&M University, College Station, TX

1985

- Completed required field work internship and worked in petroleum industry-related jobs as a lab assistant and mud logger on drilling rigs while earning engineering degree
- Completed an exchange semester at Bochum University, Germany

## Continuing Education

- Courses completed through Stanford Continuing Studies include the Art of Visual Communication, Negotiation Mastery, Improv Wisdom, and Essentials of Facilitation (2008 - 10)
- Certified San Francisco Neighborhood Emergency Response Team (NERT) member (since 2006)
- Graduate of the San Francisco School of Biodanza (3-year program in facilitation 2009 - 12)

## Volunteer Experience

### Management

- Camp chef, Black Rock City. I provide healthy meals for over 100 people for 12 days. This involves meticulous pre-event planning and budgeting and on-site supervision of volunteers (2015 and 2016). Prior to 2015 I was camp kitchen coordinator (12 days per year, 2012 - 14)
- Work shift coordinator, Northern California Dance Collective summer camp. Supporting the kitchen involves screening meal support applicants then hiring, training, and supervising staff (2012 - 15)

### Community Connections

- Kaiser Permanente Patient Advisory Council, San Francisco. Provide feedback regarding patient communication (forms, webpage, building signs, patient-doctor interaction). Participate in a new doctor orientation to promote compassionate communication (2016 - present)
- Bioneers Conference, Marin County. Provide registration assistance for forward-thinking annual ecological conference (2012 - present)
- BATS Improv Theater, San Francisco. Stemming from a class visit to BATS while enrolled in *Improv Wisdom* at Stanford Continuing Studies, I just stayed to cultivate "radical cooperation" and provide help as needed to run the theater (2012 - present)
- Grid Alternatives. Took part in solar installations for Habit for Humanity housing in San Francisco and Oakland (2011-12)
- Berlin and Beyond Film Festival, San Francisco. Program editor and marketing materials coordinator (2005 - 09)
- Jefferson Elementary School, San Francisco. Parent participant in conducting movement classes, writing articles for the newsletter to promote healthy food (2005-09)