

# Tony Paris He/Him

## Content & Editorial Specialist

Content Operations · Editorial · Audio Transcription · Digital Content Strategy

Livonia, Michigan · (734) 521-6489 · [Tony@AParis.US](mailto:Tony@AParis.US) · [aparis.us](http://aparis.us) · [linkedin.com/in/trust-apolis](https://linkedin.com/in/trust-apolis)

**Why hire Tony for this role:** 34+ years of editorial work backed by a working AI transcription tool I built and ship ([transcribe.appwt.com](http://transcribe.appwt.com)). Has authored content across 9,500+ websites, edited HIPAA-compliant pharmacy communications for 7 years, and maintained an editorial library of 690+ industry-specific templates. Reads Canadian, Australian, and British English; transcribes 7 additional languages.

### CORE SKILLS

#### CONTENT PRODUCTION:

Content Writing & Editorial Copywriting & Proofreading Long-Form Article Writing

Content Calendar Planning Editorial Style Guide Development Content Auditing & QA AP Style Familiarity

Plain-Language Editing

#### CONTENT OPS & SYSTEMS:

CMS (WordPress, Custom) Content Workflow Design SOP Development

Cross-Team Editorial Coordination Version Control (Git) Enterprise Content Management (Hyland OnBase)

Records Management

#### AUDIO & VIDEO:

Audio Transcription (Built [transcribe.appwt.com](http://transcribe.appwt.com)) Voiceover Production & Direction Video Production & Editing

Music Video Production Transcript QA & Timestamp Review Closed Captioning

#### DIGITAL CONTENT:

HTML / CSS / Markdown Schema Markup & Structured Data Meta Descriptions & Alt Text

Responsive Content Design SEO-Aware Content Writing A/B Content Testing

#### AI & RESEARCH:

AI-Assisted Content Tools (ChatGPT, Claude, Gemini, Perplexity, Copilot) AI Output Review & Fact-Checking

Prompt Engineering Language Data Quality Review Research & Source Verification

### PROFESSIONAL EXPERIENCE

#### Associate Cloud Support Engineer & Certified Administrator

June 2017 – March 2026 · Remote

##### i3 Verticals · Royal Oak, Michigan

- ▶ 9 years supporting MiFile (Michigan court e-filing) and TrueFiling (national multi-state EFSP) — authored court-clerk training materials, attorney-facing user guides, and rollout SOPs for new Michigan circuit and probate court launches.
- ▶ Administered Hyland OnBase enterprise content management across HIPAA-regulated healthcare and government accounts (document capture workflows, records retention, user permissions).
- ▶ Authored and maintained resolution documentation, SOPs, and knowledge-base articles that reduced mean time to resolution across the support team.
- ▶ Produced end-user training materials and delivered instructor-led sessions on OnBase workflows, cloud platform usage, and security best practices.
- ▶ Reviewed, proofread, and standardized court-clerk and attorney-facing communications before release to regulated clients.
- ▶ Collaborated with engineering, compliance, and client teams to keep content accurate, consistent, and audit-ready.

## Corporate Advisor & Technology Trainer Diplomat Specialty Pharmacy · Flint, Michigan

September 2010 – June 2017

- ▶ Wrote, edited, and maintained pharmacy operations documentation, training manuals, and compliance content across oncology, fertility, and autoimmune therapy lines.
- ▶ Designed training curricula and delivered hands-on sessions for pharmacy staff, clinical teams, and administrative departments.
- ▶ Edited insurance and patient-facing communications for clarity, accuracy, and regulatory compliance.
- ▶ Served as cross-department content liaison between clinical, IT, and operations groups.

## EDUCATION & CREDENTIALS

### EDUCATION

- **Baker College** Major in Web Development, Minor in Graphic Communications · 2005 – 2008
- **Carman-Ainsworth High School** High School Diploma · 1997 – 2001
- **Diplomat University (Corporate Training)** Pharmacy Administration, Policy & Regulatory Affairs · 2011 – 2017

### CERTIFICATIONS

- **OnBase Certified System Administrator** Hyland · 2020 (past credential)
- **Introduction to Workflow** Hyland · 2020 (past credential)
- **Certified Pharmacy Technician (CPHT)** PTCB · 2014 (past credential)
- **Certified Professional Food Manager** ANSI · 2010 (past credential)

## LANGUAGES, COMPLIANCE & OPERATING STYLE

**Spoken:** American English (native fluent). Reads Canadian, Australian, British English variations.

**Transcribes professionally:** French · Spanish · Korean · Japanese · Urdu · Chinese · Arabic.

**Compliance:** HIPAA Compliance Trained · PCI Compliance Trained · Background-check ready · Remote-native (9 yrs W2 remote at i3 Verticals)

## AWARDS & RECOGNITION

- ★ CanadianSME Small Business Awards 2025 — Sustainable Business Nominee
- ★ TechBehemoths Web Design Award (2025)
- ★ Digital Excellence Gold Award (2024)
- ★ Most Innovative Web Design Agency in Michigan (2024)

## COMMUNITY & SERVICE

- Vice President — Westland Area Jaycees
- Communications Specialist — JCI Michigan / Junior Chamber International
- Web Editor — Forever Families, Inc.
- Teacher — Holy Redeemer Catholic School
- Community Volunteer — Livonia, Redford, Wyandotte Jaycees
- Community Volunteer — Carriage Town Ministries, Awaken Ministry

## CONCURRENT VENTURE — DISCLOSED

### Founder & Chief Technologist

July 1997 – Present

### AppWT Web & AI Solutions (AppWT LLC) · Livonia, Michigan

- ▶ Concurrent venture, disclosed in advance. 10-person team across development, design, security, SEO, marketing. BBB A+ accredited, 5.0 Google rating, 9,500+ clients across 5 countries, 23,700+ projects delivered.
- ▶ Operating bandwidth is the company team, not Tony alone. Easily bounded by employment agreement (non-compete scope, conflict-of-interest review, IP terms).

**Ready to move this forward?**

Text or call **(734) 521-6489** · Email **Tony@AParis.US** · Response in under 4 hours during US business hours