

# TONY PARIS He/Him

## Content & Editorial Specialist

Content Operations · Editorial · Audio Transcription · Digital Content Strategy

Livonia, Michigan · (734) 521-6489 · Tony@AParis.US · aparis.us · linkedin.com/in/trust-apolis

### 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 OPERATIONS & SYSTEMS

- Content Management Systems (WordPress, Custom CMS)
- Content Workflow Design
- SOP Development
- Cross-Team Editorial Coordination
- Version Control (Git)
- Enterprise Content Management (Hyland OnBase)
- Records Management & Document Capture

#### AUDIO & VIDEO

- Audio Transcription (Built AI Transcription Tool — [transcribe.appwt.com](#))
- Voiceover Production & Direction
- Video Production & Editing
- Music Video Production
- Transcript QA & Timestamp Review
- Closed Captioning & Subtitling

#### 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

### LANGUAGES

English (Native) · French · Spanish · Korean · Japanese · Urdu · Chinese · Arabic

### EDUCATION

#### Baker College

Major in Web Development, Minor in Graphic Communications  
2005 – 2008

#### Carman-Ainsworth High School

High School Diploma  
1997 – 2001

### PROFESSIONAL DEVELOPMENT

#### Diplomat University (Corporate Training)

Pharmacy Administration, Policy & Regulatory Affairs  
2011 – 2017

### CERTIFICATIONS (PAST)

OnBase Certified System Administrator— Hyland, 2020  
Introduction to Workflow— Hyland, 2020  
Certified Pharmacy Technician (CPhT)— PTCB, 2014  
Certified Professional Food Manager— ANSI, 2010  
HIPAA Compliance Trained  
PCI Compliance Trained

### 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 & VOLUNTEER

**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

## PROFESSIONAL EXPERIENCE

### Associate Cloud Support Engineer & Certified Administrator [i3 Verticals](#) | [Royal Oak, Michigan](#)

*Jun 2017 – Mar 2026*

- Administered Hyland OnBase enterprise content management across HIPAA-regulated healthcare and government accounts, including document capture workflows, records retention, and 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 client-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](#)

*Sep 2010 – Jun 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

## CONCURRENT VENTURE

### Founder & Chief Technologist

#### [AppWT Web & AI Solutions \(AppWT LLC\)](#) | [Livonia, Michigan](#)

*Jul 1997 – Present (Concurrent Venture)*

- Built an audio-to-text AI transcription tool ([transcribe.appwt.com](#)) used internally and by clients for content production
- Authored and edited thousands of pages of content across 9,500+ client websites, including long-form articles, product copy, service pages, and email campaigns
- Maintain an editorial library of 690+ industry-specific content templates
- Lead a 10-person team across writing, design, SEO, and development