

# ROBERT SMITH

## Technical Writer/Senior Technical Writer

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

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### SUMMARY

Expert Technical Writer/Senior Technical Writer with medical documentation background. Strong foundation in editing and authoring exceptional user information. Experienced in achieving consensus between diverse members of review teams in a timely manner. Quickly grasps diverse technical concepts. Communicates complex user information clearly and concisely. To be challenged and advance in a technical writing career via hard work and practical application of experience.

### CORE COMPETENCIES

FDA Approval Procedures, Agile And Lean Processes, Topic-Based Documentation, Cosima CMS, With XMetal Editor Dita, SGML, XML

### PROFESSIONAL EXPERIENCE

#### Technical Writer/Senior Technical Writer

**ABC Corporation - 2014 – Present**

##### Key Deliverables:

- Navigating complex review process including eliciting and archiving all approval documentation for audit purposes.
- Overseeing translation and proofreading processes to ensure delivery of flawless information to a worldwide customer base.
- Collaborating with clinical, engineering, legal, marketing, and regulatory departments to create FDA-approved documentation for industry-leading diagnostic equipment.
- Producing award-winning documentation for industry-leading laboratory diagnostic equipment.
- Achieving excellent results in simultaneous critical projects through seamless time management and team lead communication.
- Representing the customer perspective to engineering and software teams with relentless integrity.
- Pushing to meet aggressive product deadlines through collaboration and personal commitment to quality.

#### Technical Writer Consultant

**ABC Corporation - 2012 – 2014**

##### Key Deliverables:

- Authored users guides, service manuals, and instructions for use booklets using structured FrameMaker 10.
- Collaborated with clinical, engineering, legal, marketing, and regulatory departments to create FDA approved documentation for industry-leading electrosurgical products.

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- Prevented critical documentation failures through consummate attention to detail.
- Saved the company from crippling production line halts by fast and effective troubleshooting.
- Achieved smooth harmonization of several deliverables from the recently acquired company through collaboration with previous authors and current approvers.
- Assisted with the identification, planning, and procurement of manufacturing related items (equipment and supporting materials) needed for space.
- This is Dummy Description data, Replace with job description relevant to your current role.

### EDUCATION

Science & Technology - (Center Industrial Advisory Council)MA in English Literature - (Fitchburg State University - Fitchburg, MA)BA in English - (State University Of New York - Albany, NY)

