Brian Okum

Technical Writer

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SUMMARY

Technical Writer and Editor with five years of experience in manufacturing environments, specializing in developing clear, precise documentation to improve production efficiency, quality, and compliance. Experience managing version control and quality management systems.

RELEVANT EXPERIENCE

Co-Founder / Board Member

CDA EF, Inc.   Arlington, MA | August 2024–September 2025
Non-profit supporting environmental activism and education in Massachusetts

- Authored IRS tax-exempt applications, SOPs, and grant applications/proposals
- Created systems for operation including finance management, project review, and funder relations

Research & Development Technical Writer

Curaleaf Holdings, Inc.   Boston, MA | January 2023–January 2025
International and vertically integrated cannabis products manufacturer

- Led restructuring of the Quality Management System, streamlining document review processes and publication timelines by 30% while enhancing regulatory compliance across multi-state operations.
- Managed 10+ concurrent documentation projects using project management tools, coordinating across multiple teams and leadership stakeholders to maintain workflow continuity.
- Created and maintained SOPs, batch records, and work instructions to support manufacturing and quality control operations in a highly regulated industry.

Technical Writer

Pendar Technologies   Cambridge, MA | February 2022–November 2022
Startup manufacturing innovative Raman spectroscopy-based technologies

- Independently authored 800+ pages of SOPs supporting production, quality control, and calibration teams
- Established good documentation practices including a review process for publication and revision system married to ECOs, standardized templates, and
- Led workflow optimization initiative that increased monthly production throughput 15% and reduced training time through improved documentation and visual aids using CAD drawings, professional photography, and video

SKILLS

Autodesk | Microsoft Visio diagraming | Project management | QMS/CMS administration | Atlassian products | SOPs & technical documentation | Photo & videography | Regulatory compliance | Python

EDUCATION

B.A. in Linguistics and English, Temple University, 2010-2015
Scientific Communications Certificate, Temple University Study Abroad Program, 2014