

# Brian Okum

Technical Writer

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 717-319-7777

 Oakland, CA

## SUMMARY

Technical Writer with five years of experience in manufacturing environments including full-time and many contract and consulting roles. Specialized in developing clear, precise documentation to improve production efficiency, quality control, and compliance. Experience managing version control and quality management systems.

## RELEVANT EXPERIENCE

### Contract Technical Writer & Consultant

Greater San Francisco Bay Area, CA | Present

- Provide technical writing services for manufacturing startups, creating SOPs, work instructions, quality control, and policy documentation.
- Develop documentation infrastructure including templates, style guides, and version control systems to support operational scaling and standardization, and train team members on their usage.
- Support regulatory compliance efforts by establishing documentation frameworks aligned with ISO requirements and GMP/GDP practices.

### Research & Development Technical Writer

Curaleaf Holdings, Inc.

Newton, MA | January 2023–January 2025

*International and vertically integrated cannabis products manufacturer*

- Restructured the Content Management System to streamline document review processes and reduced publication timelines by 30%
- 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 and standardized templates
- Led workflow optimization initiative that increased monthly production throughput 15% and reduced training time through improved documentation and visual aids using CAD drawings, photography, and video

## SKILLS

Autodesk | Microsoft Visio diagramming | ISO-9001-2015 | QMS/CMS administration | Atlassian products | SOPs & technical documentation | Photo & videography | Regulatory compliance | Python

## EDUCATION

*B.A. in Linguistics and English, Temple University, 2010-2015*

*Technical Communications Certificate, Temple University Study Abroad Program, 2014*