

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

PORTFOLIO URL: <https://brianokum.github.io>