

JACK SPENCER WALTON

Summary

Writer, researcher, and classically trained archivist with over two years of intensive experience in documentation development and reference services. Competent in technical editing, agile project management, information architecture, translation, web design, object-oriented programming, and research methods.

Skills

Languages: Spanish, German, Latin, French

Technology: HTML, CSS, Bash, JavaScript, Java, SQL, Ruby, Git

Experience

Oracle | October 2022 – Present

Technical Writer – User Experience (UX)

- Documented health information management, acute case management, and clinical reporting products, as well as internally consumed APIs
- Updated the Cerner documentation for web content accessibility guidelines (WCAG)
- Composed UX copy and collaborated with designers using tools such as Figma
- Analyzed source code and internal engineering communications in GitHub and Confluence

Cerner | October 2021 – October 2022 (acquired by Oracle)

Technical Writer – Product Documentation

- Authored release notes, reference documentation, and emergency communications
- Prioritized multiple deadlines and projects using agile methodologies in Jira
- Interviewed engineers and product owners to develop content and information architecture
- Served a rotating seat on the Cerner Style Board and contributed entries to the style guide

Kansas City Public Library | September 2021 – Present

Substitute – Special Collections and Reference

- Provided front-end customer service and collected user interaction data with software tools
- Maintained the researcher membership database using Microsoft Access
- Instructed patrons on how to use computers, microfilm readers, and overhead scanners

Education

University of Missouri – Kansas City | 2021

Bachelor of Arts in English Language and Literature, *magna cum laude* (3.87 GPA)

- Minor in Medieval and Early Modern Studies
- Served as an undergraduate research assistant for CODICES Digital Humanities Lab