Joshua Silva

Technical Writer

Summary

Highly motivated educator with 5+ years of experience creating effective instructional materials and training content. Excellent writer with the ability to break down complex topics into clear and easy to understand language. Bringing a strong background in writing with proficient editing and proofreading skills. Experienced with documentation tools including Microsoft Office Suite and basic programming languages such as HTML, CSS, Java, and C++.

Experience

Music Director and Guitar and Bass Teacher - Music Alley
October 2022 - Current

- Create educational materials and guides for music theory and instrument instruction
- Plan, prepare, and lead group music lessons and band rehearsals
- Provide detailed feedback to enhance student musical proficiency

Substitute Teacher - Chino Valley Unified School District
February 2018 - Current

- Create educational study guides and materials
- Teach diverse subjects across multiple grade levels in classroom settings
- Develop and deliver engaging lesson plans tailored to student needs
- Provide clear instructions and explanations for assignments and coursework

Private Tutor
September 2018 - Current

- Assess student learning needs and provide personalized tutoring sessions
- Break down complex concepts into easy-to-understand explanations
- Create supplementary learning materials and exercises to reinforce understanding

Instructional Materials Attendant – Hacienda La Puente School District
January 2017-February 2018

- Assisted in developing and maintaining instructional documentation inventory
- Edited and updated user guides and training materials for after-school programs
- Collaborated with program leaders to gather requirements for instructional content
- Ensured consistency and clarity of procedural documentation across different formats

Education

California State University, Fullerton
Bachelor of Arts English, minor in Radio-TV-Film
January 2014

- Cume Laude

Skills

- Microsoft Office
- Basic coding for C++, Java, CSS, HTML
- User guide writing
- Instructional Design
- Learning and development content creation
- Communication : Written and Verbal
- Writing, editing, and proofreading