

JOSHUA LEVINE

Contact

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Portfolio

Github:

<https://github.com/joshua-levine>

Languages

English – Mother tongue
Hebrew – Conversational

Additional Info

Birthdate:

17th January 1985

Citizenships:

Israel, USA

Objective

A skilled writer with experience meeting the most stringent of standards seeks a position in Israel bringing a passion for clarity and utility to your documentation team.

Skill Highlights

- Windows, Linux, and MacOS CLI skills
- Strong researcher
- Reliable
- 2d and 3d graphic expertise
- Clear communicator
- Happy to balance multiple priorities

Experience Highlights

Technical Writer, Intern – 06/2020 to 10/2020**Allot Ltd.,** Hod HaSharon, Israel

- Writing user guides for new hardware and software suites
- Creating explanatory illustrations and figures matching company's visual style
- Updating existing product documentation. Editing user guides
- Rebranding existing documentation for sensitive markets
- Collaborating with development and fulfillment teams around the globe
- Meeting complex dynamic goals under tight deadlines

Mentor, Teacher – 2016 to 2018**Burlington English,** Haifa, Israel

- Editing Ph.D. theses
- Producing documents and diagrams instructing students in the use of various educational software
- Producing procedural documentation for teachers

Mentor, Teacher – 2014 to 2016**Wall Street English,** Haifa, Israel

- Editing professional correspondences
- Creating and leading workshops teaching the creation of professional documents

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Skills

Operating Systems:

- Ubuntu 19.x
- Deepin
- Arch Linux 18.1.2
- Windows
- MacOS

Software:

- Microsoft Office
- LibreOffice
- MadCap Flare
- GIMP
- Inkscape
- Wordpress

Production Skills:

- Nonlinear video and sound editing
- Illustration
- Layout
- Multi-camera live studio production

Trainer – 2005 to 2008

The Walt Disney Company, Anaheim CA, USA

- Planning and writing documentation for a new division-wide training program
- Writing and editing Operating Guidelines documenting changes to procedures
- Ensuring all procedures were both documented and carried out in compliance with DOSH regulations

Education

Bachelor of Arts: **Communications** - 2014

The Evergreen State College, WA

Certifications

Technical Writer: OnTarget Communication - 2020

AutoCAD: CHS - 2003