

# Adam Pugsley

**Certified Professional Technical Communicator**

See my portfolio at [adampugsley.ca](http://adampugsley.ca)

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## About Me

I make complex information easy to understand. I'm a Technical Communications student at Seneca College seeking work in a technical writing role. I want to help improve the documentation strategy of your organization.

## Education

**Seneca College**, Toronto — *Graduate Certificate, Technical Communications*

May 2021 - Current

**York University**, Toronto — *Honours BA in Cognitive Science*

2015-2020

**Durham College**, Oshawa — *Sports Administration*

2013-2015

## Experience

**Rotman Research Institute (Baycrest)** - *Honours Thesis*

July 2019 - March 2020

**The Excalibur**, York University - *Contributing Writer*

2017

**Chart Attack (Music Blog)**, Toronto — *Music Journalist*

2016

**BlogTO**, Toronto — *Content Writer*

2016

**Evolve Camps**, Toronto - *Web Content Writer*

2016

## Core Competencies

Technical writing

Editing

Instructional design

Help documentation

Web design

Online user assistance

Content strategy

Information architecture

UX design

## Software Skills

MadCap Flare

HTML & CSS

DITA

SnagIt

Adobe FrameMaker

Adobe InDesign

Adobe RoboHelp

Adobe Captivate

Adobe XD

## Experience (Continued)

**Bike Share Toronto**, Toronto — *Field Mechanic*  
October 2020 - August 2021

**Jack Astor's**, North York — *Server*  
May 2019 - October 2020

**Shoppers Drug Mart**, York U — *Merchandiser/Receiver*  
June 2016 - May 2019

**Evergreen Brickworks**, Toronto — *Cycling Camp Counsellor*  
June 2018 - September 2018

**Superfly Racing**, Uxbridge — *Assistant Event Manager*  
May 2015 - September 2015

**Barrie Cycling Club**, Barrie — *Event Manager*  
2012 - 2016

## Certifications & Awards

Certified Professional  
Technical Communicator  
(CPTC)

Society for Technical  
Communications Member

York University Continuing  
Student Scholarship

Durham Region Chairman's  
Award Scholarship

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**References available upon  
request.**