Daniel Chen

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A Senior Technical Writer with 10+ years of experience, specializing in Agile development, SOPs, product development, and technical writing. A proven track record of collaborating with subject matter experts to translate technical documentation into employee training materials. Adept at managing and leading diverse teams to achieve organizational goals.

Key Skills

♦ Product Development
♦ Technical Writing
♦ Standard Operating Procedures (SOPs)
♦ Team Management
♦ Quality Assurance

Professional Experience

Senior Technical Writer

Efflusia Pharma Inc., San Diego, CA / May 2016- Present

- Translate processes and procedures for drug development and quality control into accessible employee training documentation for a leading pharmaceutical company with over $100M in annual revenue
- Manage a team of five technical writers to create standard operating procedures (SOPs), quality documents, training guides, and drug development protocols
♦ Perform quality assurance reviews on all training materials and technical documentation and propose revisions to improve accuracy and readability for employees

Technical Writer

SoCal Med Device Inc., San Diego, CA I May 2011- May 2016

- Developed white papers, user guides, and technical documents in support of medical device product lines, which included coordinating with quality assurance teams and subject matter experts to refine and develop user-facing and internal documentation
- Oversaw the product labeling process and performed quality reviews with cross-functional teams to ensure compliance with regulatory requirements

Education

Bachelor of Science (B.S.) Technical Writing
University of San Diego, San Diego, CA September 2007 - May 2011

Certifications

♦ Technical Writing Certification Course, Technical Writer HQ, 2012