

Per Grahn-Möller

Advisor/Technical Writer

Per has worked for 35+ years with documentation, translations and project management. Because of his solid experience, he is often engaged for customer consultations. Per also works with documentation strategy, which often is included in the pre-studies ordered by our clients.

He has also worked in both large and small projects, where the information has been in English and where the participants have been English-speaking.

In the projects where Per is engaged – either as project manager or as a resource – he is driving the documentation issues with dedication, simply due to the fact that he is passionate about these issues. Per assists customers with making it possible for them to keep the documentation updated and delivered on time by setting up documentation processes, including system support and training. In setting up these processes Per is used to work with and monitor various stakeholders, SMEs and user groups.

About Per

Per is a dedicated writer, highly stress resilient, and is used to working independently towards common goals, together with many stakeholders and information sources. With his people skills and his ability to understand what needs to be done, Per becomes a driving force in most businesses.

Languages

Swedish (Native or bilingual proficiency)

English (Full professional proficiency)

Spanish (Elementary proficiency)

French (Elementary proficiency)



Roles

- Senior documentation advisor
- Technical Writer
- Project Manager
- Analyst

Methods & Processes

- Documentation analysis
- Documentation Structures
- IT Documentation
- Pre studies
- Project Management
- Service Descriptions
- System documentation

Techniques

- XML
- VBA
- VB

Tools

- Atlassian Confluence
- Microsoft Office
- Microsoft SharePoint
- QualiWare
- Content Management Systems

Various assignments 2021 - 2016

Teknisk skribent (Dokumentera)

Broadcasting Technology (2021)

Solution architect, IT documentation

Strategic advisor, technical documentation

Financial institution (2019-2021)

Strategic advisor in issues concerning technical documentation and solution architect for new documentation structures.

Technical Writer

Music industry (2019)

Enforce the documentation development within the SDK tribe (dep't):

- Conduct training sessions
- Develop resources and guidelines for creating improved documentation
- Support the business by implementing documentation improvements

Partner documentation:

- Collaborating with the PPX tribe to improve the communication to each partner
- S4D documentation: Improve the documentation based on developer feedback

Senior Technical Writer

Government (2018 - 2019)

Ensure documentation, knowledge and knowledge transfer for a new organisation in connection with business relocation.

Senior Technical Writer

Industrial engineering (2018)

Ensuring documentation deliveries in customer projects and establishing a documentation standard for coming customer projects.

Establishing routine for final documentation delivery (Physical/Digital), incl. contact with printing house and graphics agency.

Senior Technical Writer

Financial Technology (2017 - 2018)

Developing governing documentation for Bankgirot in connection with GDPR, DPIA, Privacy by Design, Privacy by Default and Data Incident.

Senior Technical Writer

Banking (2017)

Developing and managing system and test documentation in Confluence for a global agile development project, based on information from Subject matter experts in 4 development teams and a test team.

Delivery included a style guide and training material.

Senior Technical Writer

Digital Security (2016 - 2017)

Developing a new corporate documentation solution, including;

- New tool/platform
- New documentation process and routines
- Staff training

Technical Writer (Dokumentera)

Healthcare (Jan 2016 - Feb 2017)

The client corporation develops and delivers IT services for healthcare.

Development of new standards and routines for system, management and service documentation.

Development of documentation solution in Confluence and common documentation process for the entire company.

Technical Writer (Dokumentera)

Energy sector (Jan 2015 - Dec 2016)

The client is a state-owned, public utility electricity transmission system operator in Sweden.

Development of requirements and business documentation.

Developing documentation process and routines for the Project management office.

Technical Writer (Dokumentera)

Infrastructure Security (Jan 2016 - Jun 2016)

The client is a software development company.

Development of user and product manuals for computer terminal systems.