

# Huw Coverdale Jones: Technical Writer



**Huw Coverdale Jones**



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## Languages



English - Native Language



Korean - Professional Conversational Fluency



Chinese - Professional Conversational Fluency



Icelandic - Passed Citizenship Test

## Technical Skills



AsciiDoc - Long Time Competent User.



LaTeX - Long Time Competent User.



Markdown - Long Time Competent Use.



Git - General Competency for Version Management.



DITA-XML - Basic Understanding for Documentation.



Linux Mint and Ubuntu - Keen user since Ubuntu 11.10.



USB Linux - Familiarity with USB based distributions; Tails OS, MX etc.

## Profile



British/Irish Citizen - Can work in EU and UK Legally.



Well Travelled - Lived in Taiwan, Korea, and China.



Stand Up Comedian - Performed and Written comedy since 2012



Exercise - Regularly lift free weights and do yoga.

## EDUCATION

### 2015-2017: MSc Environment and Natural Resources - Renewable Energy



University of Iceland, Reykjavik, Iceland

*Awarded by Faculty of Industrial Engineering, Mechanical Engineering and Computer Science*

**Grade: 7.5**

### Mar-Aug 2014: Certificate in Teaching English for Academic Purposes



School of Oriental and African Studies, London, UK

*Professional Qualification in Teaching English for Higher Education Students.*

**Grade: Pass**

### Aug - Sep 2012: CELTA



Highbury College, Portsmouth, UK

*Certificate in English Language Teaching to Adults.*

**Grade: Pass**

### 2007-2012 BA Chinese and Korean



School of Oriental and African Studies London, UK

*In depth language degree in Chinese and Korean, including studies in Beijing and Seoul.*

**Grade: 2:1**

## WORK EXPERIENCE

### 2021-2023 Technical Writer



GraphAware, Remote

- Authored, reviewed, and edited documents for Operations Manual and Orchestra User Guide.
- Gained knowledge writing for data science teams as primary technical writer on the Orchestra team.
- Built on AsciiDoc knowledge by developing documents in an Antora website environment.

### 2021-2023 Technical Writer



Tern Systems, Kopavogur, Iceland

- Authored, reviewed, and edited technical documentation on all Tern Projects.
- Spearheaded conversion process documents to create a cohesive pdf output.
- Created documentation templates for all documents.
- Oversaw documents in Office tools, specifically Google Docs, and code formats, primarily AsciiDoc.
- Learned AsciiDoc, Markdown, LaTeX, and DITA-XML for the role.

### 2019-2021 DPM Technician



Alvotech, Reyjavik, Iceland

- Carried out general clinical manufacturing duties in a Pharmaceutical GMP environment.
- Developed technical knowledge of clinical manufacturing tools, including Autoclave and VHP Chamber.
- Updated process documentation, including SOPs.

### 2017-2019 Process Engineer



Omega Algae, Reyjavik, Iceland

- Planned and built plumbing solutions for the algae reactor systems.
- Monitored, maintained, and repaired of electrical systems, sensors, and pumps.
- Wrote and updated technical documentation, both SOPs, and experimental data reports.
- Used and maintained centrifuge, with focus on cleaning, repair, and diagnostics.