

# Huw Coverdale Jones

Technical Writer



## Contact

✉ huwcoverdalejones@gmail.com

☎ +354 784-1195

📍 Seltjarnarnes, Iceland

🌐 huw-jones9541b147

## Languages

🇬🇧 English - Native Languages

🇰🇷 Korean - Professional Conversational Fluency

🇨🇳 Chinese - Professional Conversational Fluency

🇮🇸 Icelandic - Passed Citizenship Test August 2022

## Technical Skills

📄 AsciiDoc - Long Time Competent User

📄 LaTeX - Long Time Competent User

📄 Markdown - Long Time Competent User

📄 Git - General Competency for Version Management

📄 DITA-XML - Basic Understanding for Documentation

🐧 Linux Mint and Ubuntu- Keen user since Ubuntu 11.10

🐧 USB Linux- Keen USB distribution user: 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 & written since 2012.

🧘 Exercise - Regularly lift free weights and do yoga.

## Education

2015 - 2017

University of Iceland

📍 Reykjavik, Iceland

**MSc Environment and Natural Resources - Renewable Energy**

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

2014

Grade: 7.5

School of Oriental and African Studies 📍 London, UK

**Certificate in Teaching English for Academic Purposes**

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

2012

Grade: Pass

Highbury College

📍 Portsmouth, UK

**CELTA**

*Certificate in English Language Teaching to Adults.*

2007-2012

Grade: Pass

School of Oriental and African Studies 📍 London, UK

**BA Chinese and Korean**

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

Grade: 2:1

## Work Experience

2021-2023

Technical Writer

📍 Kopavogur, Iceland

*Tern Systems*

- 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

📍 Reykjavik, Iceland

*Alvotech*

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

2017-2019

Process Engineer

📍 Reykjavik, Iceland

*Omega Algae*

- 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.