

Huw Coverdale Jones

Technical Writer



Contact

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📍 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.