

# 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*

Grade: 7.5

2014

**School of Oriental and African Studies** 📍 London, UK  
**Certificate in Teaching English for Academic Purposes**  
*Professional Qualification in Teaching English for Higher Education Students.*

Grade: Pass

2012

**Highbury College** 📍 Portsmouth, UK  
**CELTA**  
*Certificate in English Language Teaching to Adults.*

Grade: Pass

2007-2012

**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

2023-2024

**Technical Writer** 📍 Remote, Iceland  
**GraphAware**

- Authored, reviewed, and edited documents for Hume Operations Manual and Hume 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** 📍 Kopavogur, Iceland  
**Tern Systems**

- Authored, reviewed, and edited technical documentation on all projects.
- Spearheaded conversion process documents to create a cohesive pdf output.
- Created document-as-code templates for all document types, primarily using AsciiDoc.
- Learned AsciiDoc, Markdown, LaTeX, and DITA-XML for the role.

2019-2021

**DPM Technician** 📍 Reykjavik, Iceland  
**Alvotek**

- Carried out general clinical manufacturing duties in a Pharmaceutical GMP workplace.
- Updated process documentation, including SOPs.

2017-2019

**Process Engineer** 📍 Reykjavik, Iceland  
**Omega Algae**

- Planned and built plumbing solutions for algae reactors.
- Monitored, maintained, and repaired of electrical systems, sensors, and pumps.
- Wrote and updated technical documentation; SOPs and experimental data reports.