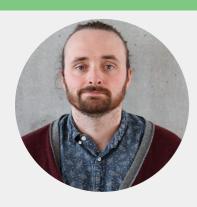
# **Technical Writer**



## Huw Coverdale Jones



Seltjarnarnes, Iceland + 354 784-1195

huw-jones-9541b147

#### Languages

English - Native Language

Korean - Professional Conversational Fluency

Chinese - Professional Conversational Fluency

Icelandic - Passed

#### Technical Skills

Asciidoc - Long Time Competent User.

LATEX - Long Time Competent User.

Markdown - Long Time Competent Use.

Git - General Competency for Version Management.

(dia) DITA-XML - Basic Understanding for Documentation.

Linux Mint and Ubuntu - Keen user since Ubuntu 11.10.

USB Linux - Familiartity with USB based distributionsl; 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

**♦** Tern Systems, Kopavogur, Iceland

- o Authored, reviewed, and edited technical documentation on all Tern Pojects.
- o Spearheaded conversion process documents to create a cohesive pdf output.
- Created documentation templates for all documents.
- o 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
- o Carried out general clinical manufacturing duties in a Pharmaceutical GMP enivronment.
- 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
- o 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.
- o Used and maintained centrifuge, with focus on cleaning, repair, and diagnostics.