(801)-822-2199   an.humes@gmail.com   LinkedIn

ADAM HUMES

Technical Writer—7 years

CLEARANCE OBTAINED

Interim Secret Clearance

EDUCATION

BA in English; Minor in Technical Comm
Utah Valley University

Associates in Software Development
BYU-Idaho

CERTIFICATES

Certificate in Web and Computer Programming
BYU-Idaho

3 Certificates in API Technical Writing
Udemy

SKILLS

Proficient in customer service, Microsoft Word, PowerPoint, Excel, SharePoint, Jira, MasterControl, ZenDesk, Salesforce, Lucidchart, Python, JavaScript, SQL, HTML, CSS.

EXPERIENCE

INTELLIGENCE WRITING ANALYST
Mercor – Remote   *Sep 2025 – Jan 2026*
- Graded AI responses in creative and technical writing.
- Designed prompts to better help AI learn technical writing.
- Reviewed AI-built websites for quality, functionality, and accuracy to user requests.

TECHNICAL WRITER
Humes Consulting Services LLC –Taylorsville, UT   *Sep 2025 – Dec 2025*
- Analyzed, and updated over thirty cybersecurity policies for clients.
- Designed templates to publish quality, consistent documentation.
- Drafted process flows.

PROCESS TECHNICAL WRITER
Pantheon Data – Remote   *Apr 2025 – May 2025*
- Prepared to support Chief Naval Personnel and BBA (Navy cancelled the project and the team was eliminated).
- Trained in building websites using Salesforce and diagramming in Lucidchart.

TECHNICAL WRITER
Pharma Resource Group – Remote   *Feb 2023 – Feb 2025*
- Reviewed, rewrote, edited, and formatted client documentation including SOPs, WIs, job aids, and forms.
- Received and processed critiques from supervisors and clients.
- Created quality documentation while adhering to strict standards.
- Managed multiple Process Group's document flow.

TECHNICAL WRITER (Contract)
Thermo Fisher Scientific – Logan, UT   *Apr 2021 – Dec 2022*
- Drafted, updated, and maintained work instructions, form control documents, troubleshooting guides, flowcharts, and process qualification forms for in-house manufacturing processes.
- Wrote, edited, and produced help videos.

TECHNICAL WRITER (Contract)
Medical Informatics Engineering – Remote   *Aug 2020 – Apr 2021*
- Wrote, edited, and produced help videos.
- Revised and maintained current documentation.

DOCUMENTATION SPECIALIST
Vexcel Imaging (formerly Geomni) – Lehi, UT   *Apr 2018 – Jul 2020*
- Created user guides for new customer front-facing software and other customer-facing documentation.
- Prepared technical documents for internal stakeholders and external customers using ZenDesk, Confluence, and JIRA.
- Constructed automated emails, API documentation, white papers, and certification programs.