



(801)-822-2199

an.humes@gmail.com

LinkedIn

ADAM HUMES

Technical Writer

EXPERIENCE

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

April 2021 – Dec 2022

- Created, updated, and maintained work instruction documents, form control documents, troubleshooting guides, flowcharts, and process qualification documents for in-house manufacturing processes.
- Wrote, edited, and produced help videos.
- Prepared and reviewed documentation for proper signature approval.

TECHNICAL WRITER (Contract)

Medical Informatics Engineering – Remote

Aug 2020 – April 2021

- Transferred documentation between platforms.
- Created internal infographics.
- Wrote, edited, and produced help videos.
- Updated 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.
- Created technical documents for internal stakeholders and external customers using ZenDesk, Confluence, and JIRA.
- Maintained customer portal with updated documentation.
- Created automated emails, API's, white papers, and certification programs.
- Maintained all the company's documentation.
- Created custom user guides for specific customers.

OPERATIONS LEAD

Utah Valley Convention Center – Provo, UT

Jul 2013 – Apr 2018

- Oversaw the set-up and take down of all events.
- Managed and trained over 10 employees.
- Maintained the crew schedule with up-to-date information on all events.

ASSISTANT EDITOR

Western Standard Publishing – Orem, UT

Oct 2013 – Mar 2014

- Built eBooks using in-house software.
- Wrote, formatted, and edited author biographies.
- Performed quality checks on final products.

EDUCATION

**BA in English; Minor in
Technical Comm**

Utah Valley University

**Bachelors in Software
Development (In progress)**

BYU Idaho (online)

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,
Python, JavaScript, SQL,
HTML, CSS.

INTERESTS

Reading a ton!! AKA research.
Writing. Watching bad
movies. Playing the cello.