

Igor Coelho A. S. Marques

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SUMMARY OF QUALIFICATIONS

Technical Content Creation: MS Office, Markdown, Docusaurus, XML, Flare, Captivate, WordPress

- Plan, develop, and deliver traditional and code-based content to inform, instruct, and persuade readers such as user manuals, proposals, instruction sets, web articles, etc.
- Use plain language and task orientation to create documents from a user-centric perspective
- Design effective visual formatting to make learning easier with video tutorials that have over 100,000 views and 1,700 subscribers on my YouTube channel
- Rely on industry and in-house style guides to ensure authored content follows best practices
- Check technical content for adherence to AODA and WCAG 2 accessibility guidelines
- Advise colleagues and senior leaders on editing, key message consistency, comms plans, and SEO
- Edit documents authored by myself and others in three levels (comprehensive, copyediting, and proofreading) to produce error-free content

Languages: Fluent in English, Spanish, and Portuguese; Functional French (CCBB)

EDUCATION

Technical Writer Graduate Certificate: Algonquin College (Ottawa, ON)	2023-2024
Music Composition, PhD: University at Buffalo (Buffalo, NY)	2015-2019
Music Composition, Master's Degree: University of Utah (Salt Lake City, UT)	2013-2015
Music Composition, Bachelor's Degree: Brigham Young University (Provo, UT)	2006-2013

RELATED EXPERIENCE

Technical Writer: R3 Project, Algonquin College (Ottawa, ON)	May 2024-Present
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- Publish 3-4 online articles per month to manage the change to a new Student Information System
- Review and edit speaking notes and internal comms to ensure they are clear and compelling
- Edit and voice over 3 training recordings per week using Adobe Captivate

Assistant Professor: Universidad Austral de Chile (Valdivia, Chile)	Mar 2021-Jan 2023
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- Wrote a 66-page proposal that led to the creation of a new college department
- Devised 12 original outlines for music courses and interdisciplinary seminars
- Kept an inventory of faculty productivity from 2018-2022 with over 400 entries to secure departmental funding and build relationships with community allies
- Founded and edited a periodical that published 10 student essays in two years
- Advised the thesis projects of 60% of the Music School's first graduating class