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|  | **Jay Martin**  415-830-0246  italicize@gmail.com  https://www.mechanicaledit.com  [https://www.linkedin.com/in/jayedwardmartin](https://www.LinkedIn.com/in/JayEdwardMartin) |
| **Position** **Experience** | |
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| **Technical Writer**  HCL @ Facebook Menlo Park, CA Feb. 2019–May 2020 | Contracted to document the supply chain for Oculus and Portal devices.  Edited procedures for forecasting, supply planning, and order fulfillment.  Made flowcharts and presentations for training and process improvement.  Wrote wiki pages for a data analyst team explaining KPIs and dashboards.  Interviewed business process owners and other subject matter experts.  Peer-reviewed documents. Helped users of Facebook’s internal wiki. |
| **Consultant**, The Mosaic Company  Oct. 2018–Jan. 2019, San Ramon, CA | Contracted to update guidance documents for an apprenticeship program.  Provided technical writing and research to support PG&E Academy. |
| **Technical Writer**, Rose International  July 2018–Oct. 2018, Oakland, CA | Contracted to standardize the documentation of reference data in SQL.  Supported a business intelligence team at a major health insurer.  Oct. 2017–July 2018, I was on short-term disability, recovering from surgery. |
| **Technical Writer**  Kelly Mitchell Group San Ramon, CA Nov. 2016–Oct. 2017 | Contracted to support an emergency preparedness team at PG&E.  Edited a company emergency response plan and earthquake annex. Edited a cybersecurity hazard annex and mutual assistance playbook.  Interviewed subject matter experts. Managed a guidance document library.  Coded Microsoft VBA macros to automate emails to on-call teams.  Assisted in an emergency operations center during four activations. |
| **Technical Writer**  G2 Integrated Solutions Concord, CA Aug. 2015–Oct. 2016 | Wrote user manuals for a permit database and an equipment safety app.  Cowrote standards and procedures for a document library in SharePoint.  Revised the project management templates for software development.  Joined development team meetings weekly and updated a task manager.  Designed a data upload process for infrastructure inspection forms.  Submitted successful proposals to PG&E and Southwest Gas. |
| **Project Manager**  Willdan Energy Solutions Oakland, CA March 2014–May 2015 | Edited reports for an energy efficiency program for healthcare facilities.  Reviewed engineering calculations and reports for quality and compliance.  Managed the field inspectors and GIS data to install 10,000 streetlights.  Developed LED specifications and calculations for a typical parking garage.  Reviewed lighting plans and reported installation errors in a new building.  Trained interns in state regulations and PG&E program requirements. |
| **Technical Editor**  EMCOR Energy Services San Francisco, CA Nov. 2008–Feb. 2014 | Edited energy audits of commercial buildings using ASHRAE guidelines.  Compiled a catalog of reusable text describing energy efficiency measures.  Wrote procedures to track project reviews from assignment to delivery.  Managed an Access database of project reviews. Designed status reports.  Coded Microsoft VBA macros for formatting, data mining, and invoicing.  Submitted successful proposals to perform reviews for PG&E and SCE. |
| **Document Production Associate**  Lumetra Healthcare Solutions San Francisco, CA Nov. 2005–Oct. 2008 | Edited reviews of medical records for terminology and HIPAA compliance.  Drafted letters for the California Quality Improvement Organization.  Wrote checklists and internal procedures for Medicare beneficiary letters. Tested process improvements to find and avoid errors in documents.  Transcribed and proofread physician interviews. Redacted medical records.  Submitted successful proposals to perform reviews in OR, TX, and VA. |

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| **Jay Martin** |
| **Software Tools** |
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| **Training** |
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| Technical Communication I and II, Louise Galindo, UC Berkeley Extension  Technical Editing, Patricia Egan, UC Berkeley Extension  Basic Copyediting, Teresa Castle, Editcetera  Developmental Editing, Scott Norton, Editcetera  Presenting Data and Information, Edward Tufte  Content Management in a Nutshell, Ann Rockley, STC Summit  LearningDITA Live 2018, Sarah O’Keefe, Alan Pringle, Dawn Stevens, and others, Scriptorium  API Workshop, Andy Fuchs, Joe Medley, and Sarah Maddox, Google  Energy Audit Report Writing Workshop, Ryan Stroupe, Pacific Energy Center  HVAC Fundamentals, Ryan Stroupe, Pacific Energy Center  Lighting Fundamentals, David Orgish, Pacific Energy Center  Lighting Codes and Regulations in Title 24, Charles Knuffke, Pacific Energy Center  Introduction to GIS, Andy Richardson, SFSU College of Extended Learning |
| **Education** |
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| BA in Liberal Arts, Minor in Mathematics, St. John’s College, Santa Fe, NM |
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