LinkedIn

J. TURNER

• *writing* • *editing* • *technical documentation* • *communication* • *research* • *analysis* • *project leadership* • *departmental development* •

INTRODUCTION

Data Manager with extensive experience in writing, editing, technical documentation, communication, research, analysis, project leadership, and departmental development across information technology, publishing, media, education, and sustainable building industries. Writing and editing material includes manuscripts, community news, bank correspondence and disclosure, film screening companion literature, educational curriculum and instructional reference, sustainable building safety manuals (Lovett Deconstruction; Orange), high-tech science journal literature (ETRI Journal), systems and software documentation and training reference (COMET).

Formal education includes Web/tech specialization in design and databases, a Master of Arts (M.A.) in Film Studies, a Bachelor of Arts (B.A.) in English with a minor in Media Study, and certification in TESOL/TESL/TEFL, specializing in English grammar.

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Samples of deliverables and references relative to writing, editing, business development, project coordination, and project management attached. Additional material available upon request.

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RECENT HISTORY
additional information furnished upon request

Tesla | 2022 - Present (Buffalo, NY)

• **Data Analyst / Annotation Specialist**

Providing detailed analysis, labeling, and quality assurance (QA) assessment across several complex workflows to advance Tesla Autopilot, Full Self-Driving, and Optimus (i.e., "Tesla Bot") software, feeding the data to the artificial intelligence deep learning network; continuously collaborating and troubleshooting to identify obstacles and find solutions to improve process, documentation, and communication, increasing quality outcomes; quickly pivoting to new projects, adopting new ontology and tooling, developing cross-functionality to adeptly support department's objectives; selected for high-priority projects; consistently participating in team and project dialogue, as well as invitation-only roundtable discussions, providing suggestions, assistance, and guidance, including conducting workshops for QA and geo best practices; sustaining top-tier quality production throughout

Boys & Girls Clubs of Buffalo | 2016 - 2022 (Buffalo, NY)

• **Data Dept. Director / Data Manager, Analyst, and Software Administrator**

Building the Data Dept. infrastructure, including the database content from scratch, and producing and maintaining all technical documentation; leading the organization through the transition from one data system to another (COMET) without a conversion; designing structure; implementing checks and balances, protocol, procedure; maintaining daily system functionality and troubleshooting all software issues; conduit between organization and software owners — essentially a member of the COMET team by proxy and referred to as a "superuser"; developing/constructing training material and facilitating training sessions for all user levels; teaching standards and practices to sustain data integrity; researching; assuring quality; generating reports

Holocaust Resource Center of Buffalo | 2015 (Buffalo, NY)

• **Website Manager**

Maintaining, designing, upgrading, editing, and implementing content and components to elevate user experience to support the organization's longterm vision of strengthening its Web arm to benefit educators and community members; the website is to continuously evolve to serve as the nonprofit's hub of connectivity and learning

The Wild | 2015 (Portland, OR)

• **Developer** {*apprenticeship*}

Front end and back end research and development of interactive virtual reality and augmented reality art installation, specifically mobile app minimum viable product user interface controller for machine-to-machine operation involving Kinect and from-scratch build out of back end for communication and storage; HTML, CSS, Sass, JavaScript, jQuery, MEAN stack, MQTT, npm, Yeoman, Bower, Gulp, Bitbucket; details proprietary

Girls Inc. of the Pacific Northwest | 2014-2015 (Gresham, OR / McMinnville, OR)

• **Lead Facilitator of STEM Workshop on Coding**

Leader of first STEM Camp for Girls at the Center for Advanced Learning, instructing Clear Creek students how to code; sessions include lessons on computers, programming, hardware, software, deconstructing/constructing/hooking up Raspberry Pis, introduction to the command line and how to build a project; HTML, CSS, Python; received special recognition at annual event

• **Robotics Facilitator, Writer, and Researcher**

Leader of LEGO robotics all-female team of youth participating in FIRST LEGO League competition; robot construction and block programming; developer of curriculum; author of Girls Inc. of the Pacific Northwest LEGO Robotics facilitator handbook and team member workbook

ETRI Journal / ETRI | 2012-2014 (Daejeon, South Korea)

• **Editor** and **Researcher**

Editing, writing, research, and correspondence for international electronics and telecommunications science journal; all work written by non-native English speakers from a variety of countries; rewriting of complex, high-tech material on topics such as micro-electronics, computer software, big data, information security, and 3D technology, including virtual reality and augmented reality; design and implementation of transparent internal communication system, increasing efficiency of editorial process and elevating quality of the journal

• **Tester** and **Demonstrator** {*special project*}

Special project consultant for GenieTalk, an Android automatic language translation app; key demonstrator of the technology, including high profile demonstration for the Cabinet of the Republic of Korea's Ministry of Trade, Industry and Energy (formerly Ministry of Knowledge Economy)

Avalon English | 2011-2012 (Daejeon, South Korea)

• **English Teacher**

Managing quarterly rotation of 70-80 high, middle, and elementary school students (advanced, intermediate, and beginner levels), providing courses in English language writing, reading, listening, and speaking; creating workbooks and daily supplemental material

parenting.com | 2010 (New York, NY)

• **Project Coordinator** and **Editor**

Managing a complex campaign for the online division of Parenting magazine; establishing contacts; recruiting participants; developing and maintaining business relationships; securing legal documentation from around the world; writing, editing, research, and correspondence; procurement of $50,000 in prize donations; completion of project before hard deadline

Present

2010

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WORK SAMPLES

writing/tech documentation
COMET (for BGCB)

editing/rewrites
ETRI Journal

writing (reference/training)
Girls Inc. PNW

writing (curriculum)
Girls Inc. PNW

writing (curriculum)
Avalon English

writing (reference)
Portland International
Film Festival

critique/guidance (as editor)
private client
(i.e., professional engineer)

writing/proj coordination
parenting.com

reference
Project Coordinator

reference
Business Administrator