Jade Guinoiseau
Technical Writer

Ottawa, ON
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343-202-1867
Portfolio

Work Experience

Synopsys, Ottawa, ON

- **Technical Product Publications Engineer** (May 2025-Present)

  - Audit engineering inputs and validate customer-facing documentation, improving content accuracy and reducing errors across published materials.
  - Create custom technical diagrams and circuit block diagrams using Microsoft Visio by collaborating with subject matter experts and adhering to documentation publishing standards.
  - Investigate, track, and resolve documentation-related change orders using Jira, a bug-tracking software.
  - Format and standardize circuit specification documents in collaboration with engineers, ensuring consistency across technical specifications.

Paul Davis Ottawa, Ottawa, ON

- **Compliance Coordinator** (November 2023-July 2024)
  - Co-led daily production meetings with sales, estimating, and mitigation teams, ensuring effective communication of projects and supporting cross-departmental collaboration.
  - Conducted weekly meetings with project managers to thoroughly review all jobs at each sales stage, increasing project tracking and oversight.
  - Monitored key performance indicators and generated detailed reports, enabling data-driven insights for performance improvement initiatives.
  - Facilitated administrative tasks and coordinated vendor dispatching for the sales team, improving workflow efficiency.
  - Provided ongoing communication to homeowners, tenants, and property managers, identifying and mitigating potential issues through weekly check-ins.
- **Administrator, Scoping and Estimating Team** (February 2022-November 2023)
  - Co-led daily production meetings with sales, estimating, and mitigation teams, ensuring effective communication of projects and supporting cross-departmental collaboration.
  - Conducted weekly meetings with project managers to thoroughly review all jobs at each sales stage, increasing project tracking and oversight.
  - Monitored key performance indicators and generated detailed reports, enabling data-driven insights for performance improvement initiatives.
  - Facilitated administrative tasks and coordinated vendor dispatching for the sales team, improving workflow efficiency.
  - Provided ongoing communication to homeowners, tenants, and property managers, identifying and mitigating potential issues through weekly check-ins.

Strive Physical Therapy & Sports Rehabilitation, Mount Laurel, NJ

- **Physical Therapy Technician** (May 2021-January 2022)

  o Demonstrated proper use of equipment and exercise routines to patients, ensuring their understanding and compliance with therapy protocols.
  o Assisted with patient transport in walking or using assisted devices, prioritizing their safety and comfort during mobility.
  o Prepared and applied therapeutic modalities, such as E-Stimulation and hot/cold packs, to patients, facilitating pain relief and promoting recovery.

Vision Solar LLC, Blackwood, NJ

- **Permitting Specialist** (September 2020-May 2021)

  o Filed and submitted permit applications to various jurisdictions, complying with regulatory requirements and ensuring application accuracy.
  o Organized reports and data sheets to improve workflow efficiency and monitor daily goals in a high-volume environment.
  o Handled data entry in Salesforce, a customer relationship management system, maintaining accurate records to support project tracking and management.
  o Coordinated with local government offices to resolve application issues, expediting approval processes and reducing permit delays.

Education

Algonquin College, Technical Writer Graduate Certificate, 2024-2025

McGill University, Bachelor of Arts, Art History, 2020

Skills

Software

Communication/Editing Tools: MadCap Flare, Adobe (InDesign, Acrobat), Microsoft (Word, PowerPoint), Google Suite
Data Management: Microsoft Excel
Document Management: SharePoint, Confluence
E-Learning: Adobe Captivate
Markup: Markdown, HTML
Project Management: Agile, Jira, Microsoft Project
Source Control: GitHub, Perforce
Video/Graphics: Adobe Illustrator, OBS Studio, Microsoft Visio, Canva

Technical Writing

Instruction Sets
Instructional Design Plans
Proposals
Technical Description
Training Materials
Tutorials
User Manuals
White Papers

Language

English – native   French – intermediate