

JONATHAN DE LA TORRE

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EDUCATION

California State Polytechnic University, Pomona, CA
Bachelor of Arts – English Literature and Language

Degree Completed: Spring 2015

PROFESSIONAL EXPERIENCE

JMDiaz Inc, City of Industry, CA
Project Coordinator

01/2022 – Present

- Coordinates with multiple internal departments to draft project proposals and bids for submission to prospective clients
- Tracks multiple projects and works with experts across multiple disciplines to ensure feasibility of proposals/bids
- Provides technical writing support to marketing department as needed for website and public relations content
- Assists with maintaining internal document archive, style guide standards, templates, and forms

Robert H. Peterson Company, City of Industry, CA
Technical Writer

06/2015 – 12/2021

- Was in charge of upkeep for over 900 digital records, including instruction manuals, addendums, and misc forms
- Collaborated cross-functionally with research and development team to create instructions for current products
- Managed multiple projects simultaneously while keeping deadlines in mind to ensure on time delivery
- Certified, monitored, and applied for over 1300 state product certifications in the state of Massachusetts
- Notified engineering, technical service, and warehouse workers of changes in instruction manuals
- Coordinated with other companies to certify and translate manuals into three foreign languages

Intern

08/2014 – 06/2015

- Created line drawings and photos of products, with emphasis in fireplaces and outdoor fire features
- Revised technical documents based on feedback from customers and technical writer team
- Performed office clerk and secretarial duties as requested by direct report manager

California State Polytechnic University, Pomona, CA
Early Start English Summer Tutor

06/2014 – 09/2014

- Facilitated online interactions with incoming freshman students in the early start English program
- Reviewed, edited, and gave feedback on essays for over fifty students during summer program
- Implemented different tutoring styles and teaching methods to help students become efficient writers

VOLUNTEER CAUSES

Don Bosco Technical Institute Alumni Association's Secretary

09/2017 – 09/2019

- Recorded minutes, created agendas for all meetings, and dispersed both minutes/agendas to all association members
- Tracked and accounted for attendance, event participation, and alumni association board member donation amounts
- Assisted committee with planning for the annual alumni retreat, golf tournament, and Black and Gold Gala

Don Bosco Technical Institute Alumni Association

09/2015 – 09/2017

- Attended alumni meetings and assisted current students with planning their education and careers in STEM
- Assisted with raising financial aid funds for qualified students to provide equal access to education
- Promoted and fostered a positive spirit in alumni to further increase involvement with the school

RELEVANT SKILLS

- Experience working on multiple projects/prioritizing requests
 - Sharp attention to detail and excellent grammar skills
 - Excellent verbal and written communication skills
 - Proficient with Microsoft Teams, OneDrive, and SharePoint
 - Adobe Creative Cloud - Acrobat, Illustrator, Photoshop, etc.
 - Microsoft Office Suite - Word, Excel, PowerPoint, Outlook
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