

Joseph Hebert

Résumé

Experience

- 2008–Present **Technical Documentation Specialist**, *Metrum Research Group (Pharmaceutical Consulting)*, Tariffville, CT.
- Responsibilities:**
- Proofread drug development reports (L^AT_EX, Word) and manuscripts and prepare them for submission
 - Administer cloud computing tools (AWS: EC2, EBS, S3, IAM) and the office network
 - Document technical procedures on the company wiki
 - Perform software validation
 - Provide office technical support
 - In charge of onboarding new employees
 - Administer online courses
- Accomplishments:**
- Implemented a new workflow for typesetting reports using the L^AT_EX system and BibTeX, making report preparation more efficient and saving several days of work
 - Built multiple company websites
 - Implemented the current online training course system (Moodle)
 - Assisted in moving IT infrastructure to AWS
- 2007–2008 **Chief Editor**, *Jin Magazine*, Tianjin, China.
- Edited all English-language columns and articles for style and accuracy
 - Wrote content on a broad range of topics
 - Managed the editing team and worked closely with both the design and sales teams
 - Worked to strict deadlines

Education

- 2000–2004 **Bachelor of Arts**, *The University of Massachusetts*, Amherst.
Graduated with Honors
- 2003–2004 **Professional Writing and Technical Communication certificate**, *The University of Massachusetts*, Amherst.

Computer skills

Web	HTML, CSS, Javascript
Scripting	Unix shell, Python
Systems	Linux, Windows, OS X
Tools	L ^A T _E X, Subversion, Git, Office

Languages

Mandarin **Advanced**