



# **Martyna Toporek**

Technical communications professional with 10 + years' experience working with a wide variety of customers, products, and end-user groups.

## **Contact details**

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## **Soft skills**

- Customer relationship builder
- Time and budget management
- Problem solving
- Creativity
- Attention to details
- Teamwork
- Adaptability
- Well organized
- Self-disciplined
- Open-minded and hearted

## **Technical skills**

- DITA and CMS knowledge (HyperDoc, FrameMaker, IXIASOFT, MadCap Flare)
- Basics of graphic design,
- Adobe Creatinve Cloud,
- Polarion, Hyper STE checker, TeamCenter, HTML, GitHub

## **Summary of work experience:**

Career focus on documentation and standards to support the industrial and consumer product sectors:

- Researching subject matter experts, and written sources.
- Restructuring information into fit for purpose solutions.
- Customer presentations and training
- Estimating and scheduling for offers and quotes.
- Providing status and progress reports.
- Problem solving, resolving complaints and dealing with day-to-day difficulties.
- Working collaboratively in teams.
- Learning new tools and streamlining processes.
- Knowledge sharing and assisting with change.

## Reference projects

2024 – now	<b>Technical documentation specialist - <a href="#">Wartsila</a></b> Filtering information, data management, creating instructions for parts for freight and passenger vessels
2023 – 2024	<b>Consultant, technical documentation specialist - <a href="#">Elekta</a></b> Creating user and process documentation for medical equipment and creating terminology for software.
2022	<b>Consultant, technical documentation specialist - <a href="#">Amgen</a></b> Creating documentation, defining milestones, preparing the project planning and scope, creating terminology, structuring the document.
2022	<b>Consultant - <a href="#">ASML</a> and <a href="#">Tegema</a></b> Integrating complex expert information to make maintenance training materials and assembly instructions.
2022 – now	<b>Technical documentation specialist - <a href="#">FujiSeal</a></b> Project management and planning, creating content, editing and updating manuals.
2022	<b>Consultant and technical documentation specialist – <a href="#">Coredux</a></b> Creating pilot instructions, drafting proposals, consultation of customer expectations, development of a template, preparation of content.
2022 – now	<b>Technical documentation specialist – <a href="#">NTS</a></b> Production of high-quality documentation to meet strict compliance requirements.
2022	<b>Consultant – <a href="#">Trymax</a></b> Template development and content delivery
2021 – 2022	<b>Technical documentation specialist – <a href="#">Umincorp</a></b> Creation of documentation from scratch based on information provided by the client, definition of milestones, prepare project plan
2020 – 2021	<b>Technical documentation specialist – <a href="#">MineMaster</a> and <a href="#">3M</a></b> Analyzing, matching, and restructuring information from various sources and channeling this into coherent text

<b>2018 – 2020</b>	<b>Technical documentation specialist – <a href="#">Goodlift</a>, Heavy industry</b> Creating content for a CMS, in STE.
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## Employment

<b>2021</b>	<b>Etteplan Netherlands</b> Senior Technical Communication Specialist
<b>2019 – 2020</b>	<b>Comatec Poland</b> Lead Technical Writer
<b>2018 – 2020</b>	<b>Bureau Veritas Group</b> Quality Assurance Auditor
<b>2017 – 2019</b>	<b>Etteplan Poland Sp. z o.o.</b> Technical Documentation Specialist
<b>2014 – 2017</b>	<b>Electrolux Poland Sp. z o. o.</b> Junior Technical Writer
<b>2012 – 2014</b>	<b>Majami Sp. z o.o.</b> Quality Specialist
<b>2012</b>	<b>Cracow Handmade Chocolate</b> Confectioner and Quality Assurance Auditor
<b>2010 – 2011</b>	<b>Suempol Sp. z o.o.</b> Quality Assurance Supervisor

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## Courses and professional events

<b>2022</b>	Conference Write the Docs Prague
<b>2022</b>	Conference Soap Cracow
<b>2021</b>	Conference Write the Docs Prague
<b>2020</b>	Conference Write the Docs Prague
<b>2019</b>	Training in Dictionary Building (HyperSTE)
<b>2019</b>	<a href="#">MeetContentWRO#9</a> – speaker
<b>2018</b>	HyperDoc tool and Simplified Technical English
<b>2015</b>	Job Fairs – Electrolux representation
<b>2014 – 2022</b>	SOAP Conference

MeetContentKRK&WRO, Meetups – regular events for techdoc community to exchange knowledge and share experience – participant.

[techwriter.pl](https://techwriter.pl) magazine contributor

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## Languages

**Polish** Native language

**English** Advanced (C1)

**Dutch** Pre-intermediate (A2)

## Education

**2023 – 2024** Postgraduate, Crisis Intervention

**2016** Postgraduate, Graphic Design

**2011** Postgraduate, Food Science and Technology

**2003 – 2008** Master of Science Food Technology and Nutrition

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