

Tom Breton

Technical Writer

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Dedicated and analytical operations professional transitioning into technical writing, with 19+ years of experience developing comprehensive documentation, training materials, and compliance reports in ISO-certified manufacturing environments. Managed documentation initiatives for an expanding anodizing operation, supporting significant revenue growth and corporate process alignment. Versatile collaborator in multi-functional roles, driving scalability and operational excellence. Holds a Creative Writing degree and specialized technical writing training, and is seeking a remote role to deliver clear, impactful documentation.

TECHNICAL WRITING & DOCUMENTATION | SCALABLE PROCESS MAPPING & VISUAL AIDS | CORPORATE ALIGNMENT & GROWTH SUPPORT | OPERATIONS MANAGEMENT | QUALITY CONTROL | LEAN PROCESS OPTIMIZATION | ROOT CAUSE ANALYSIS | TRAINING CONTENT DEVELOPMENT | CUSTOMER COMMUNICATIONS | PROJECT MANAGEMENT | DATA ANALYSIS & REPORTING

PROFESSIONAL EXPERIENCE

A.I. Industries | Austin, TX

2022-Present

PRODUCTION SUPERVISOR

Supervised daily operations in an anodizing facility serving the semiconductor equipment market and authored technical procedures, work instructions, and process documentation to support rapid growth, quality compliance, and alignment with California-based corporate headquarters.

- Designed process line diagrams and visual guides to simplify complex anodizing, chemical cleaning, and chromate conversion processes for enhanced training and cross-departmental understanding.
- Collaborated with engineering, quality, and HQ teams across sites to revise job traveler protocols and align practices with corporate standards, facilitating seamless production flow and future growth.
- Implemented 5S improvements in tooling organization and workplace design across production departments and optimized workflows between final inspection, cleanroom packaging, and shipping to achieve a 20% increase in operational efficiency.
- Utilized digital tools (Microsoft Teams, Box, Excel, PowerPoint) for remote document reviews and teamwork, supporting versatile contributions across functions in a dynamic, multi-functional environment.

Elm Plating Company | Jackson, MI

2005–2021

PRODUCTION MANAGER (2018-2021)

Promoted to guide the strategic direction to advance operational performance, plant-wide documentation, safety, quality, process control, inventory, shipping and receiving, and transportation planning for the anodizing facility. Optimized production scheduling, managed materials supply, and maximized equipment, production planning, and customer success.

- Hired, trained, and led teams while developing policies, training materials, and technical documentation supporting production, quality, HR, and engineering functions.
- Served as primary auditee for IATF 16949 and ISO 14001 audits; maintained critical plant-level documentation and achieved zero major non-conformances.
- Forged partnerships with cross-functional leaders, vendors, and agencies to enhance manufacturing operations through tailored technical materials and collaborative solutions.
- Developed and implemented Lean processes that enhanced operational efficiency, achieving 99%+ on-time delivery, faster turnaround times, exceptional quality, and net profit margins of 20% or higher.

PRODUCTION/QUALITY SUPERVISOR (2014-2018)

Managed daily operations in the growing anodizing plant, defining policies, processes, and Lean principles to improve scheduling, cost control, shipping/receiving, equipment, safety, and performance.

- Oversaw quality management, including analysis, testing, and product improvements, while authoring documentation and reports for root cause analysis, corrective actions, and continuous improvements.
- Acted as subject matter expert for customers and audits (IATF 16949, ISO 14001), developing communication materials and collaborating across departments to support plant scalability and corporate alignment.
- Partnered with HR to develop job descriptions, employee documentation, and process materials while leading training, scheduling, and employee relations across production and quality operations.

SHIFT SUPERVISOR, Production/Process Control (2009-2014)

Led production, process control, and wastewater treatment functions, analyzing and digitizing production and process control data to implement improvements that boosted performance and supported revenue growth during a period of significant expansion.

- Earned Storm Water Operator Certification and authored work instructions and forms for regulatory compliance, reducing water usage by 40% through flow restrictor implementations.
- Contributed to all plant functions with versatile documentation support, enhancing cross-departmental collaboration and operational efficiency in a small, dynamic environment.

EDUCATION & CREDENTIALS

Associate of Arts in Creative Writing | Lansing Community College | Lansing, MI

TRAINING & CERTIFICATIONS

Standard Work | Problem Solving Tools, Root Cause Analysis & Reporting Methods | Quality Core Tools Training: APQP, PPAP, FMEA | 5S/Visual Management | IATF 16949 Internal Auditor | Layered Process Auditor | Git and GitHub for Writers | Learn API Technical Writing: JSON & XML for Writers | Learn API Technical Writing 2: REST for Writers | The Art of API Documentation | Introduction to Technical Writing | Coding for Writers: Basic Programming

TECHNOLOGY

Microsoft Office Suite (Word, Excel, PowerPoint) | Adobe Acrobat | Box | Canva | Windows OS | ERP | GitHub | Markdown | Adobe Premiere Pro | Adobe Character Animator