

Alvin Charity

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PROFESSIONAL PROFILE

Thoughtful, detail-oriented polymath - I am a talented professional and I am excited to bring my extensive knowledge to a new environment. I have over twenty years of general writing experience, crafting precise copy for web pages, mobile apps, technical documentation, and training manuals. As a writer I have developed my skill by tackling challenges head-on, managing multiple projects with tight deadlines and complex subject matter. Along the way I have grown as a writer by being flexible enough to adapt to just about any writing style and tone, prioritizing clarity, accuracy, and collaboration in every word I write. I strongly believe that communicating across a diverse range of experiences and personalities can truly help people understand and learn from each other.

EXPERIENCE

Reflect.run July 2022 – Present

Contract Technical Writer

Project-based articles about web technologies and tools aimed at developers

- Research aspects of the developer workflow and tools
- Develop and execute small programming projects using TypeScript and JavaScript
- Write 1500+ word articles using the Markdown markup language

Draft.dev March 2022 – Present

Contract Technical Writer

Writing articles on an array of technical topics, including product documentation, scripts for the Python programming language, Web Scraping, and Data manipulation.

- Research topics on various web development and programming practices
- Create 1500+ word articles following an in-house style guide
- Collaborate with editors and subject matter experts for revisions and improvements to article content

Copper Banking May 2022 — August 2022

Contract Copywriter

Creating copy for the web, mobile applications, SMS notifications, and printed material

- Work with members of the marketing team to develop content strategy for web and mobile applications
- Create copy to match the brand tone and voice, for teens and their parents
- Write space-constrained product feature descriptions from content briefs
- Draft messaging for SMS and in-app notifications to match the needs of marketing campaigns
- Revise printed material for focused and timely communication during in-person workshops

FullPath Transit

January 2021 – January 2022

Technical Writer / JavaScript Developer

Maintaining and documenting a JavaScript-based public transit tool used by communities in rural Oregon

- Review the codebase for consistency and bugs, reporting any found to lead developer
- Create new tools based on current codebase to provide additional functionality to users
- Document the API by listing all functions and parameters and creating flow diagrams
- Create a glossary of terms used by the tool to help guide new users

MOM's Organic Market

August 2012 – October 2020

Special Projects Lead

Create user guides and manuals for the company intranet; build, document, and maintain JavaScript based business automations

- Collaborate with Training and Communications team members to create intranet content, corporate policies, and standard operating procedures.
- Develop and implement a document schema for various guides, tools, and documents used by employees
- Create JavaScript automations for internal processes, such as employee time off requests, reimbursement requests, and employee management workflows
- Provide technical assistance to data specialists across departments to help improve product management

EDUCATION

Howard Community College

May 2012

Associate of Arts, English

University of Maryland, Baltimore County

September 2012 — September 2014

Earned 20 credits toward a Bachelor's degree in English