





Jordan Smith

Freelance Resume Writer

Technical writer delivering clear and concise documentation

Experienced technical writer with over 12 years of crafting user manuals, technical guides, and process documentation. Skilled at simplifying complex topics for diverse audiences.

CONTACT

-  (555) 987-6543
-  email@example.com
-  LinkedIn | Portfolio
-  City, ST

KEY SKILLS

- Content management systems (CMS)
- Process optimization
- Technical documentation
- User experience (UX) writing

EDUCATION

Bachelor of Science in Technical Writing
University of Texas, Austin, TX
May 2012

PROFESSIONAL EXPERIENCE

Technical Writer | InnovateTech, Dallas, TX May 2015 – Present

- Produced user-friendly manuals for software products, reducing customer inquiries by 30%
- Collaborated with developers to create accurate API documentation
- Conducted usability testing on instructional materials to improve content clarity and effectiveness

Documentation Specialist | TechCorp, Dallas, TX June 2012 – February 2015

- Streamlined documentation processes, reducing production time by 25%
- Developed templates and style guides to ensure consistency across technical documents
- Helped train team members on best practices for technical writing and documentation management