



Michael ANDERSON

SENIOR TECHNICAL EDITOR

Strategic Developmental Editor with expertise in the realm of technical writing and documentation. Adept at transforming complex technical information into accessible and engaging content for diverse audiences. Demonstrates a meticulous approach to editing that ensures clarity, accuracy, and consistency across all materials. Extensive experience collaborating with engineers and subject matter experts to develop comprehensive manuals, guides, and instructional materials.

CONTACT

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- 📍 San Francisco, CA

SKILLS

- technical editing
- documentation management
- content clarity
- project coordination
- training and development
- usability testing

LANGUAGES

- English
- Spanish
- French

EDUCATION

BACHELOR OF SCIENCE IN TECHNICAL COMMUNICATION, UNIVERSITY OF WASHINGTON

ACHIEVEMENTS

- Improved documentation quality ratings by 40% through rigorous editing processes.
- Recognized with the 'Excellence in Technical Communication' award in 2021.
- Developed a widely adopted style guide for technical documentation within the organization.

WORK EXPERIENCE

SENIOR TECHNICAL EDITOR

Tech Innovations Inc.

2020 - 2025

- Edited technical documentation for clarity and compliance with industry standards.
- Collaborated with engineers to ensure technical accuracy and usability of manuals.
- Developed templates and guidelines for consistent technical writing across teams.
- Conducted training sessions for new writers on best practices in technical documentation.
- Managed editorial timelines to align with product release schedules.
- Utilized content management systems to track revisions and maintain document integrity.

TECHNICAL EDITOR

Global Tech Solutions

2015 - 2020

- Reviewed and revised user manuals and instructional guides for technical products.
- Worked closely with product teams to gather information and insights for documentation.
- Ensured consistency in technical terminology and style across publications.
- Conducted usability testing to improve the clarity of instructional materials.
- Maintained documentation databases for easy access and updates.
- Facilitated communication between writers and subject matter experts to enhance content quality.