



# CHUCK MARTIN

Technical Writer | [writeforyou.com/portfolio/](http://writeforyou.com/portfolio/)  
Creating better user experiences by creating better information experiences

## My Job

This is my résumé for general consumption. It summarizes my skills and experience.

## My Skills

**Core Competencies:** Software documentation development, UI/UX writing, information architecture, content strategy, topic-based and structured authoring, topic & content patterns, minimalist writing, content reuse, audience & task analysis, UX design & development

**Tools:** Madcap Flare, Zendesk Guide, Atlassian Confluence, ProProfs Knowledgebase, Adobe FrameMaker, Adobe RoboHelp, Adobe Dreamweaver, WebWorks Publisher, HomeSite, Microsoft Word, Paint Shop Pro, Adobe InDesign, Skitch, Snagit, Jira, Perforce, TeamTrack, Notepad++, XML Notepad, Agile/SCRUM, wikis, CMSs

## My Qualifications

- Bachelor of Science in Technical Communication, University of Washington
- Passion for precise language, clear communication, and great user and information experiences
- Skills in user-centered content development, information architecture, audience & task analysis, information typing, content & project management, content patterns and reuse, topic-based authoring, software development
- Tool proficiency from command line to CMS

## My Experience

### **Sr. Technical Writer/Release Notes Architect • Box • Apr 2020 – present**

Designed process for and produced release notes for high-value customer subset. Developed product documentation for administrators and for users of security, compliance, and governance functionality. Advised UX designers on UI text. Drove adoption of Jira project to track and prioritize documentation development work. Created department Confluence space to codify team processes and contain company style guide.

### **Technical Writer • Agari • May 2018 – Apr 2020**

Developed admin/user guides in MadCap Flare for suite of SaaS email security products. Designed PDF and online help layouts. Created single content repository and connected it to GitHub for source control. Used conditional content to produce output for both company and partner products. Managed tasks with Jira Kanban board.

### **Technical Writer • Google • Jan 2018 – Feb 2018**

Developed an accessibility help center for internal employees. Fixed documentation bugs on team members' backlogs.

### **Technical Writer • Apttus • Nov 2017 – Jan 2018**

Developed new content and revised existing installation and configuration (onboarding) content, security content, and app tool content in Confluence wiki for administrators and business operations audiences. Created ERDs.



[twriter@sonic.net](mailto:twriter@sonic.net)



415-519-3561



[linkedin.com/in/twriter](https://www.linkedin.com/in/twriter)

**Technologies:** HTML/web Help, Windows Help, UI text, user interface/experience design, Oracle Help for Java, QuickHelp (Mac), desktop & cloud application development, networking, security, governance

**Languages:** HTML/XHTML, CSS, JavaScript, PHP, XML, Java, Visual Basic, WordBasic, Swift

**Platforms:** Windows, macOS, web/cloud/SaaS, mobile/iOS/Android, UNIX/Linux

**Technical Writer • ItsOn • Mar 2014 – Aug 2017**

Developed task, conceptual, reference, and tutorial online help content in ProProfs Knowledgebase for technical, business operations, analytics, and support users of SaaS application. Designed topic and content patterns for different types of reader needs. Reused content with snippets and variables. Tested content for validity. Wrote CSS to produce branded topics and well-formatted PDF files. Migrated content set from Confluence to HelpIQ. Identified content needs and created Jira tasks to track work.

Responsible for all web (SaaS) app and mobile app UI text, including buttons, labels, titles, and messaging. Found and eliminated duplicate text. Created consistent content patterns to aid in clarity and translation. Trained UX designers in content principles.

**Sr. Technical Writer • Aruba Networks • Oct 2012 – Oct 2013**

Developed and updated procedural, conceptual, and reference content in MadCap Flare to document new and updated features for ClearPass Policy Manager web-based software that controls WiFi access.

Chunked long topics and reorganized information to identify content that could be reused. Used conditional content to produce output for both company and partner products.

Developed HTML5-based online documentation for ClearPass WorkSpace, a new web-based mobile device management product.

**Sr. Technical Writer • Model N • Jul 2011 – Aug 2012**

Developed content in FrameMaker for enterprise-level suite of web applications. Added API content pages to HTML Help system for developers. Created entity relationship diagram (ERD) documents for specific product areas. Managed all UI content.

Re-architected existing content, driving topic-based development and using audience and content analysis to eliminate redundancy, and to make the language simpler, more straightforward, and directed toward the specific user types.

**UI Text Writer • Hewlett-Packard • Jun 2011 – Aug 2011**

Revised computer setup wizard UI text, making it clear and consistent, less jargony, less wordy, and friendlier. Suggested content layout to make workflow clear.

**Technical Writer • Obscura Digital • Dec 2010 – Jan 2011**

Developed hardware/software user and maintenance guide for unique data-driven multimedia installation.

## My Reviews

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*"FWB's user guide and formatting manual are exceptional."  
"Excellent Documentation."*

### Macworld

*"FWB SledgeHammer Pro had the most thorough and clear documentation in our spotlight."*

### Digital Video

*"Chuck is a very talented and creative writer who truly understands the needs of the end user." "Chuck is a fierce advocate for best practices and standards when it comes to user experience especially with respect to user assistance and general usability."  
"Chuck is an excellent writer. He's very customer-focused and centers his work on user need, creating simple-to-understand content."  
"Chuck...turns solid understanding of both technical details and a target audience's needs into meaningful documentation and user interface copy...he's not just passionate about technical writing, but honestly cares about the overall user experience of the product."*

### LinkedIn

### Sr. Information Designer • Intuit • Feb 2006 – Aug 2009

Designed and coded conceptual, task, and contextual HTML-based online help topics for new and updated online banking features in QuickBooks. Coded conditional content for different software versions. Created CSS and JavaScript code to improve user experience with help. Created UI text for new features.

Updated content for administrators to install and configure QuickBooks on a network.

Created and iterated UI design ideas with XD team members. Participated in usability testing and developed design ideas based on user feedback.

Created planning documents to estimate/manage work. Participated in team's TSP planning and daily scrum meetings.

Created and updated knowledgebase articles using web-based content management software.

Helped co-workers with technical and workflow issues as Tech Lead. Implemented ideas for workflow improvement.

### Technical Writer/Information Designer • Mar 1992 – Feb 2006

Aurora Networks	Rivio/CPA2Biz	Oracle
manageStar	WetFeet.com	Evolve Software
Timogen Systems	Electronics for Imaging	Seeker Software
Project InVision	SERENA Software	Red Pepper Software
Droisys	Thinkfree.com	FWB/FWB Software
Snap Appliance	Techbargains.com	IBM
Ordinate	Impresse Corporation	WinWriters

## My Education

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### University of Washington

#### Bachelor of Science, Technical Communication

Relevant classes:

- Computer Science I
- Computer Science II
- Introduction to Technical Writing
- Introduction to Digital Systems & Computers
- Computer Organization & Operation
- Scientific & Technical Communication
- Data Structures
- Introduction to Engineering Graphics
- Computers in Technical Communication
- Style in Technical Writing
- Basic Statistics with Application (Engineering Section)
- Technical Editing
- Production Editing
- Cultural Interactions
- Research in Technical Writing
- Computer Documentation
- User Interface Design
- Introduction to Microprocessors
- Computer Design
- Publication Project Management
- Technology Assessment

**City College Of San Francisco, De Anza College (Cupertino),  
Company Training, STC**

**City College of San Francisco:** Java Programming (1998), Visual Basic (1998), Advanced Internet (1999), General Psychology (1999), Introduction to UNIX (2000), Multimedia Content & Form (2001), Developing Web Sites in Dreamweaver (2003), Advanced Internet (2004), Visual Basic .NET with Database (2004), JavaScript (2007), iPhone Programming (2010), Software Engineering (2011), PHP Programming (2012), Intermediate HTML & CSS (2012), Mobile Web w/ HTML, CSS, & JavaScript (2012), Technology of Smartphones and Mobile Devices (2014), Beginning iPhone Programming (2016), Programming Techniques for XML (2017), Python Programming (2018), XML and JSON (2018), JavaScript (2019), Beginning Photography (2022), Photography Lighting (2023)

**De Anza:** JavaScript (2001), Visual Basic I (2002), Visual Basic II (2002)

**Company training:** Oracle: SQL & PL/SQL; IBM: C Programming, BookMaster, Visual Literacy

**API Documentation Workshop** (STC Silicon Valley chapter), 2014

## **My Conferences/Seminars**

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**WritersUA Conference for Software User Assistance • Seattle/San Diego/Santa Clara/Los Angeles/Las Vegas/Palm Springs/Long Beach/Portland/Memphis/Newport • 1993 – 2014**

Presented:

- “A Java Primer for Help Authors,” 1999
- “Online Communities That Work for Technical Communicators,” 2004

Wrote, edited, took photos for, and produced daily conference newsletter, 1997-2012

Live blogged from conference sessions, 2010-14

**LavaCon Conference on Digital Media and Content Strategy • Portland • 2012 – 2013, 2019, 2023**

Wrote, edited, took photos for, and produced daily conference newsletter, 2012-13, 2023

Live blogged from conference sessions, 2012-13, 2019, 2023

**tccamp unconference • Santa Clara • 2013 – 2019**

Led discussion session on topic of “Content vs. Document”, 2014

API Documentation workshop, 2018-19

**Edward Tufte’s Visualizing Information • San Francisco • 2004  
Comtec 2003 • Paris • 2003**

**Web Help JumpStart Conference • Boston • 2002**

**Help University Conference • Dallas • 1999**