Key skills: Linux, Git, AsciiDoc, DocBook, XHTML, Jira/Confluence, communication, technical documentation, GxP, compliance, pharmaceutical documentation for FDA (including ISOs)

Charlie Wood

Contract Technical Writer

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https://charliemowood.com/my-technical-writing.html

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Czech (EU) and UK citizen

Technical communicator with high competency known for breaking down documentation and projects into their fundamental details. Well-versed in version control (Git), latest trends, methodologies and tools. Experience in both the software/hardware industry and the pharmaceutical sector, including work in compliance with GxP standards, relevant ISO certifications, and FDA audit requirements.

After working for some time in Agile facilitation (excellent technical communication skills) keen to again work hands on as an individual contributor. British native also comfortable writing in US style. Always eager to tackle new learning challenges. Documentation philosophy, don't trust - verify.

PROFESSIONAL EXPERIENCE

Career Break – International Travel / Parental - *November/2023 - August/2023 – Various.*

- → Immersed in diverse cultures across Southeast Asia has enhanced the ability to communicate and collaborate with people from different backgrounds.
- → Managed logistical challenges, budget constraints, and shifting plans in dynamic environments, sharpening adaptability and decision-making.

Contract Agile Coach, Takeda - *November/2022 - November/2023 – Remote.*

- → Sole contact point for GMS/GQ for refining global ways of working documentation with GxP and compliant with relevant ISOs
- → Creator of playbook for GMS/GQ for onboarding and ongoing facilitation of projects.
- → Supporting Agile teams making sure compliance to relevant limitations applying to a regulated industry.

Contract Agile Coach / Scrum Master, Various - *May/2018 - June/2022 – Remote.*

- → Supporting and coaching 20+ Agile teams cross sector clients included Erste Bank, Avast, Bike24, Skoda and others.

Technical Writer, Diffblue (AI Startup) - *Sept/2017 - Feb/2018 - Oxford, UK.*

⤳ Sole documentation lead implementing documentation systems for customer and developer documentation for internal and external use.

⤳ Deploying and maintaining documentation systems through continuous integration system Travis using Gitbook and Doxygen.

⤳ Collaborating intensively with subject matter experts (developers).

Technical Writer, Red Hat - *Nov/2016 - Aug/2017 -* Brno, Czech Republic.

⤳ Producing documentation collaboratively using Git for source control.

⤳ Leading the conversion process from DocBook to AsciiDoc.

⤳ Setting up and testing a wide range of Linux environments using virtual machines.

EDUCATION

Trainee Software Engineer, PDA, CodeClan - *April/2017 - July/2017 -* Edinburgh, UK.

⤳ Building projects using Agile, working both independently and as part of a team, to produce professional software applications. Creating and interacting with APIs https://github.com/search?q=user%3ACharliemowood+api

MA (Hons) Russian 2:1, University of St Andrews, 2015.

LANGUAGES

English: Native, **Czech**: B2, **Russian**: B2, **German**: B1