

Jordan Bond

Technical Writer, Technical Publications

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📍 Ellicott City, MD 21043

STRENGTHS

- ✎ **Procedure clarity**
Turned engineering notes into usable steps for training and maintenance work. Reviewers found ambiguous instructions easier to follow.
- 🔍 **Source analysis**
Compared drawings, technical notes, and controlled data before writing. That habit kept publication details tied to evidence.
- ✅ **Validation discipline**
Followed drafted procedures during review sessions and recorded discrepancies. Small findings became practical revisions before verification.
- 👥 **Team coordination**
Raised source questions with engineering, training, and logistics contributors. Clear status notes helped keep reviews moving.
- ♥ **Responsible AI use**
Checked AI assisted wording against authoritative material and policy. Sound judgment mattered more than faster drafting.
- 📌 **Visual documentation**
Used CAD exports and CorelDRAW for component illustrations. Visual context made maintenance content more useful.

SKILLS

Technical writing

Technical manuals IETMs

XML authoring MS Word

Engineering drawings

Task analysis Validation

Verification Quality control

S1000D MIL-STD-40051

SUMMARY

Early career technical writer with two years of supervised technical writing, engineering documentation, and academic publication experience. Develops clear technical manuals and structured XML content for complex equipment, covering installation, operation, troubleshooting, maintenance, and support. Reads engineering drawings, technical notes, task analyses, CAD source material, and logistics information, then converts approved data into usable procedures and supporting publication content. Hands on work includes MS Word, **PTC Windchill Arbortext**, XML topics, CorelDRAW illustrations, validation, verification, quality review, and comment resolution. Academic exposure includes S1000D, MIL-STD-40051, **Logistics Product Data**, provisioning, **Integrated Product Team** communication, and unmanned systems. Communicates clearly with engineering, training, and logistics contributors while evaluating AI assisted content against authoritative sources. Ready to contribute careful research and practical documentation skills in an on site **technical publications** environment.

EDUCATION

Bachelor's Degree in Mechanical Engineering

University of Maryland, College Park 🎓 GPA: 4.0 📅 2026 📍 College Park, MD

***Coursework:** Technical writing, engineering design, systems engineering, manufacturing processes*

TECHNICAL SKILLS

- **Publication Authoring:** MS Word, PTC Windchill Arbortext, XML
- **Technical Publication Types:** Technical Manuals, IETMs, page based manuals
- **Publication Standards:** S1000D, MIL-STD-40051, technical specifications
- **Engineering Data:** Engineering drawings, technical notes, task analysis
- **Logistics Data:** Logistics Product Data, provisioning, parts lists
- **CAD And Illustration:** NX CAD, CAD exports, CorelDRAW
- **Equipment Procedures:** Installation procedures, operation procedures, maintenance procedures
- **Quality Activities:** Quality control, in process review, final review
- **Verification Activities:** Validation, verification, customer review
- **Team Coordination:** IPT meetings, status briefings, comment resolution
- **Systems Domains:** Unmanned systems, electronic systems, electromechanical systems
- **Responsible Technology:** AI assisted writing, output evaluation, policy compliance

EXPERIENCE

Technical Writing Intern, Electronic Equipment Training Platform

HarborPoint Defense Solutions 📅 June 2026 - Present 📍 Columbia, MD

Support supervised technical publication development for an electronic equipment training platform. Create page based manual sections and structured XML topics while coordinating source questions, review comments, validation activities, and status updates with engineering, training, and logistics contributors.

- Developed operator and maintenance content from **engineering drawings** and technical notes for training publications
- Built **MS Word** manual sections and XML topics in **PTC Windchill Arbortext** using approved templates
- Drafted **equipment descriptions**, operating instructions, troubleshooting sequences, and **remove and replace procedures** with traceability
- Supported validation sessions by following procedures, recording discrepancies, and incorporating approved review comments
- Coordinated source questions with **systems engineering**, training, and logistics contributors through clear status notes

LANGUAGES

English Native

Spanish Intermediate

MY CAREER



● Technical Writing Intern, Electronic Equipment Training Platform at HarborPoint Defense Solutions (4 Months)

● Technical Publications Research Assistant, Unmanned Systems Demonstrator at University Research Lab (8 Months)

● Technical Documentation Lead, Electromechanical Prototype at University Capstone Design Team (7 Months)

- Evaluated AI assisted wording against authoritative data, approved workflows, and responsible use policies

Technical Publications Research Assistant, Unmanned Systems Demonstrator

University Research Lab 📅 September 2025 - May 2026 📍 College Park, MD

Produced supervised documentation for an unmanned systems research demonstrator. Combined engineering drawings, CAD exports, structured XML, provisioning exercises, illustration work, peer validation, and status briefings to support clear publication development.

- Produced technical documentation from approved design notes and **engineering drawings** for an **unmanned systems** demonstrator
- Organized a structured **XML** prototype in **PTC Windchill Arbortext** using S1000D topic reuse concepts
- Prepared component illustrations from CAD exports with CorelDRAW for maintenance and equipment content
- Created a Repair Parts and Special Tools List exercise using controlled provisioning data
- Conducted peer **validation** with four researchers and revised ambiguous maintenance steps for clearer execution
- Presented progress, source questions, review comments, and planned updates during research **status briefings**

Technical Documentation Lead, Electromechanical Prototype

University Capstone Design Team 📅 January 2025 - August 2025 📍 College Park, MD

Led documentation for a six student electromechanical prototype. Translated approved mechanical and electrical design information into user centered procedures, coordinated review comments, verified troubleshooting logic through bench testing, and presented publication results to faculty and industry reviewers.

- Led publication coverage for description, installation, operation, troubleshooting, and maintenance of an electromechanical prototype
- Interpreted mechanical and electrical **drawings** with designers and converted approved details into user procedures
- Authored more than 40 pages in **MS Word** with consistent warnings, notes, and step structures
- Developed **troubleshooting** logic from observed failure modes and verified sequences through bench testing
- Maintained a review comment log and resolved findings against approved source evidence
- Presented publication status and validation results to faculty reviewers and an industry advisory panel

PROJECTS

Structured XML Publication Prototype 📅 May 2026

Created a structured XML publication prototype for an unmanned systems demonstrator. Applied PTC Windchill Arbortext, topic reuse concepts, S1000D principles, CAD source interpretation, and CorelDRAW illustration preparation.

Electromechanical Maintenance Manual 📅 August 2025

Produced a 40 page maintenance manual for a student electromechanical prototype. Covered installation, operation, troubleshooting, repair procedures, review comments, bench validation, and formal presentation.

LEADERSHIP & AWARDS

- Dean's List, University of Maryland, 2024 through 2026
- Outstanding Capstone Documentation Recognition, Department of Mechanical Engineering, 2025
- Undergraduate Research Presentation Finalist, University of Maryland, 2026
- Documentation Coordinator, Capstone Design Team, 2025

CERTIFICATIONS

- Technical Writing Essentials Certificate 📅 2025
- Introduction to S1000D for Technical Publications 📅 2026

PROFESSIONAL AFFILIATIONS

- Peer Reviewer, Engineering Communication Workshop, 2024 through 2026
- Student Member, University Unmanned Systems Research Group, 2025 through 2026

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST