

David Le Technical Writer and Mechanical Engineer (EIT)

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Technical writer specialising in product documentation. Possesses a work visa and is now situated in France. Most recent experience creating technical reference manuals for microchips. Has experience creating print and online installation, operation, and maintenance manuals (manufacturing), software manuals, and parts lists.

Languages

English (Fluent-Native)

French (B1/B2)

Skills

XML, DITA, HTML & CSS

Technical illustrations

Release Notes & Bug Fixes

Document Management

Version control (SVN, GIT, SAP)

Templates and Manuals

Software/Applications

Madcap Flare

Office

Adobe Illustrator

OxygenXML

AutoCAD

Corel Draw

Arbortext

SolidWorks

JIRA

Indesign

SolidEdge

Education

Diploma: Baking and Pastry Arts Management (2023)

George Brown College, CANADA

Certificate: Technical Writing (2015)

Algonquin College of Applied Arts and Technology, CANADA

B. Eng: Mechanical Engineering (2007 - 2013)

Memorial University of Newfoundland, CANADA

Experience

Technical Writer (contractor) (Jan 2024 - Jun 2026)

CELAD HR, Sophia Antipolis, France (for Intel Automotive, previously Silicon Mobility)

Mane Conseil, Sophia Antipolis, France (for Intel Automotive, previously Silicon Mobility)

- Managed and created reference documents for semiconductors (references and technical datasheets).
- Created templates for other teams (Word, Arbortext).
- Created an online database of products using DITA-OT and plugins.
- Generated PDFs with customized Arbortext and DITA-OT.
- Generated scripts to extract data from large tables and worksheets, for multiple products.
- Updated manuals and other reference materials to aid with the deployment of the product. Generated PDFs using Arbortext.

Technical Writer - Contract (Dec 2020 - Apr 2021)

Nymi Inc., Toronto, ON, CANADA

- Updated manuals (PDF) for the installation and deployment of Nymi Inc. solution. Used OxygenXML.
- Aided in the development of standard operating procedures (SOPs) for the documentation team.

Engineering Technical Writer (Apr 2017 - Nov 2020)

Condair, Ottawa, ON, CANADA

- Create documentation using Adobe Indesign and Madcap Flare to support Condair humidification equipment. Documents included installation, operation, maintenance manuals, work instructions, and spare parts lists.
- Create technical illustrations with Solid Edge and edit images with Adobe Illustrator and Corel Draw.
- Convert Indesign documents to HTML with Madcap Flare.
- Create and maintain standardised templates, outlines, and guidelines (fonts, layout, illustrations, style)
- Coordinate with translation vendors.
- Release and update publications through the company's document control process.
- Maintain the storage location for current and historical publications, including source data, graphics, and drafts).

Technical Writer and Information Developer (Mar 2016 - Feb 2017)

Fuze, Kanata, ON, CANADA

- Communicated with UX/UI designers, product managers, and developers to create release notes and user guides for software and mobile applications: Fuze Desktop and Fuze Mobile (Android and iOS).
- Created the first version of Fuze's documentation website using Madcap Flare. Conducted regular website updates with content from other writers, and from Training and Support teams. The information created is now used by support engineers, training, and marketing staff in the company.
- Designed and wrote on-boarding instructions for new employees, thus reducing training time.
- Modified graphics and ensured 'translatability' in product user guides for international users.
- Established writing and formatting standards with the documentation team and implemented these standards on all rebranded documents.

Technical Writer [Co-op] (Jun 2015 - Sep 2015)

America Learns, Ottawa, ON, CANADA

- Created and implemented style guides, document templates, and user manuals with Word. The template is now being used by managers and content writers.

Other Experience

Inventory Manager (Jul 2011 - Feb 2015) American Apparel, Ottawa, ON, CANADA

CAD Drafter (Feb 2014 - Jun 2014) Marcomm Systems Group Inc., Nepean, ON, CANADA

Research Asst (Feb 2012 - May 2012) National Research Council of Canada, St. John's, NL, CANADA

Research Assistant and Drafter (Feb 2010 - May 2010) MUN, St. John's, NL, CANADA

Research Assistant [Co-op] (May 2008 - Sep 2008) University of Calgary, Calgary, AB, CANADA