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# Gavin Lee

## Technical Editor

I am an experienced technical editor with over seven years of refining and standardizing technical documentation for technology companies. I specialize in enhancing readability and consistency across large volumes of content.

## CONTACT



(555) 678-1234



[gavin.lee@example.com](mailto:gavin.lee@example.com)



[LinkedIn](#)



San Jose, CA 95112

## KEY SKILLS

- Editing and Proofreading
- Style Guide Enforcement
- Content Standardization
- Collaboration with Technical Teams
- Quality Assurance

## PROFESSIONAL EXPERIENCE

TECHNICAL EDITOR | DOCUTECH, SAN JOSE, CA  
APRIL 2015 – PRESENT

- Edited and standardized over 100 documents, reducing customer queries by 20%.
- Collaborated with writers and SMEs to enforce style guidelines.
- Conducted quality audits to ensure consistency and accuracy.

ASSISTANT TECHNICAL EDITOR | INFODOCS, SAN JOSE, CA  
JUNE 2012 – MARCH 2015

- Reviewed and revised documentation for clarity and accuracy.
- Assisted in developing documentation style guides.
- Streamlined the editing process, reducing turnaround time by 15%.

## EDUCATION

BA in English  
San Jose State University, San Jose, CA – Graduated May 2010

MS in Technical Communication  
San Jose State University, San Jose, CA – Graduated May 2012

## CERTIFICATIONS

CPTC