

Marcus Hill

Technical Writing Project Manager

I am a detail-oriented technical writing project manager with over nine years of experience coordinating documentation projects across technology sectors. I excel at managing teams, setting timelines, and ensuring all technical content meets quality standards and deadlines.

EDUCATION

MBA in Project Management

Emory University, Atlanta, GA –
Graduated May 2011

BS in Technical Communication

Georgia State University, Atlanta,
GA – Graduated May 2007

KEY SKILLS

- Project Management
- Team Coordination
- Documentation Quality Assurance
- Deadline Management
- Process Optimization

PROFESSIONAL EXPERIENCE

Technical Writing Project Manager | DocuManage, Atlanta, GA,
August 2012 – Present

- Managed multiple documentation projects, improving on-time delivery by 35%.
- Coordinated cross-functional teams to meet quality standards.
- Implemented project management tools that reduced revision cycles by 20%.

Technical Writer | InfoCom Solutions, Atlanta, GA,
June 2007 – July 2012

- Produced and maintained technical documents for software products.
- Assisted in developing and implementing documentation workflows.
- Collaborated with engineers to ensure technical accuracy.

CERTIFICATIONS

- PMP, Project Management Institute