

Brian Okum

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🌐 brianokum.com

Technical Writer with over four years of experience authoring and managing the full lifecycle of internal SOPs and end-user documentation in regulated manufacturing environments and high-tech industries.

DIGITAL TOOLING & SKILLS:

Documentation: SOPs, user manuals, process flows, style guides, user knowledge bases, eLearning modules

Quality & Compliance: GDP, ISO 9001, CAPA management, change control

Platforms: Veeva eQMS, SharePoint, GitHub, Solidworks PDM Vault, Adobe Framemaker (DITA)

Technical & Visual: CAD 3D rendering, Visio, Adobe Illustrator & InDesign, Claude Code & CLI, markup

EXPERIENCE

Freelance Technical Writer — San Francisco Bay Area, CA

April 2025 – Present

- Author SOPs and user documentation on a contract basis for growing tech/manufacturing businesses.
- Consultation with good documentation practices such as version control, style guide, and review process.

Curaleaf Holdings, Inc. — Newton, MA

A national, vertical company of ~5,500 employees that manufactures cannabis products in a GDP/regulated environment.

Research & Development Technical Writer

Jan. 2023 – Jan. 2025

- Balanced engineering data documentation evenly, dedicating 50% of bandwidth to Quality Assurance updates and 50% to Research & Development process mapping while operating in a GDP framework.
- Co-administrated the Veeva eQMS with QA team members, managing document change control, cross-functional SME workflows, end-to-end CAPA, and coordinating approval and release.
- Traveled nationally to production sites to field-validate new documentation and collect frontline feedback.

Pendar Technologies — Cambridge, MA

A mature startup of ~40 employees that designs and produces Raman spectroscopy-based technology.

Technical Writer & Manufacturing Specialist

Oct. 2022 – Nov. 2022

- Promoted to dual role to drive manufacturing process optimization and efficiency.

Technical Writer

Feb. 2022 – Oct. 2022

- Solely authored 800+ pages of internal manufacturing and QC SOPs based on close collaboration with engineers, scientists, production technicians, and quality control members.
- Established a formal document review and approval process as the company's inaugural technical writer.
- Revamped existing documentation with style guidelines and visual aids (3D CAD and microphotography).
- Managed documentation version controlling in Solidworks PDM Vault and later in Adobe Framemaker.

J.G. Wentworth Company — Chesterbrook, PA

Underwriter I (2016-2019), Underwriter II (2019-2021)

Aug. 2016 – June. 2021

- Evaluated financial products and audited complex transactions for strict regulatory compliance.

EDUCATION

B.A. in Linguistics, Minor in English

Temple University, 2015

Technical Communications Certificate

Temple University, 2014

DITA/XML Structured Authoring Certificate

Udemy, 2026 (in progress)