

Elizabeth Robertson

Technical Writer

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Technical Writer experienced in authoring user guides and technical instructions, supporting a growing team and providing quality control for documentation, and flourishing in a constantly changing environment.

Work Experience

General Dynamic, Ottawa, ON

11/2022 to 04/2026

Information Developer

- Authored server build books for the Department of National Defence, through three baselines and multiple parallel programs;
- Actively responded to rapidly changing requirements to ensure the on time and acceptable delivery of build books;
- Collaborated with SMEs, build teams, and testers to clarify technical information and ensure accurate details; and
- Provided final reviews, support, and quality control for team members on the build books team.

Sonovision Canada (co-op), Ottawa, ON

05/2022 to 09/2022

Junior Technical Writer

- Authored Component Maintenance Manuals for aerospace components using PTC Arbortext to structure documents;
- Developed technical maintenance instructions from engineering source documents, diagrams, and SME feedback;
- Performed quality assurance for internationally outsourced documents; and
- Collaborated with SMEs and documented workflow using Jira.

Education

Conestoga College

09/2021 to 06/2022

Technical Communication, Postgraduate Certification

University of Waterloo

2005 to 2010

Bachelor of Science, Honours Science