

CHRIS ZINKHAN

Technical Writer

SUMMARY OF QUALIFICATIONS

- Skilled in interpreting orders and meals, managing patient database system, inputting needed information, updating patient profile—preparing, packaging and distributing kitchen stock and ingredients, preparing invoices and overseeing shipping responsibilities.
- Excellent interpersonal communication and team-work, developed through work experience providing support and assistance.
- Passionate & driven, always seeking to learn and grow technical and soft skills to expand my horizon of knowledge.

CONTACT

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PROJECT PROFILE
www.Christopherzinkhan.me

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www.linkedin.com/in/christopher1980zinkhan

EDUCATION

Mount Royal University – Technical Writing Extension Certificate
Oct-2022 – Dec-2023

Completed the certificate course. In this course I gained practical knowledge and experience to enhance my technical writing. The course taught systematic approaches using methodical practices when writing project documents, designing templates and applying a large array of technical documentation to business scenarios.

WORK EXPERIENCE

JoeCode.me **May-2023-Present**
Technical Writer

- Create and design corporate document templates
- Create and edit a large array of work instruction and procedure manuals
- Create and edit presentation and training course materials for staff and members
- Create flow chart diagrams to reflect business processes
- Collaborated with Project Management and Developers on project Product Breakdown Items and documented sprints

Carewest Dr. Vernon Fanning Centre **Feb-2022-Present**
Store Attendant

- Inventory stocking, counting and maintenance
- Inventory shipping distribution preparation
- Inventory reporting to management
- Member of the Health & Safety committee

Carewest Dr. Vernon Fanning Centre **Jun-2010- Feb-2022**
Food Service Assistant

- Assisted with meal preparation, serving and cleaning
- Prepared dining rooms for large patron levels

SKILLS

- Extensive knowledge and use of all Microsoft Office Suite tool set
- Researched and written business letters, technical reports
- Written a large array of technical documents including user procedures, test procedures and quality assurance test cases for software applications
- Prepared and presented oral reports on written documents and software applications
- Presented software and documents as an educator to audiences with diverse levels of understanding