

# JERRY LI

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[www.jerry-li.com](http://www.jerry-li.com)

## SKILLS

Technical Writing, Project Management, Jira, Agile, Risk Management, Ascii Docs, Javadoc, Markdown, Windows, Mac, English Composition, Copyediting, GitHub, Python, C++, C, Chinese (Mandarin)

## CERTIFICATIONS

- Autodesk Student Expert  
- Project Management Practitioner, De Anza College  
- CompTIA A+  
- CCENT

## SOFTWARE

Postman, Salesforce, Autodesk, Fusion 360, Confluence, Jira, Google Colab, Google Cloud, Amazon AWS, Atom, Nuclide, Microsoft Project, Asana, Trello, Zoom, Help-Docs, Adobe Creative Suite, Microsoft Office Suite, InDesign, Microsoft Visio, CMS, CRM, LMS, Hootsuite, Zendesk, VMware

## EDUCATION

### San Jose State University

BA: English Concentration in Professional and Technical Writing

### De Anza College

Project Management Practitioner

As a part of the Project Management program at De Anza College, I mastered: Agile Project Management, Project Planning and Control, Risk Assessment and Mitigation, Project Outsourcing, Process Management

### Udemy Academy

Project Management Studies

# Experiences

## Postman / Technical Writer

September 2020 - Present (Full Time)

- Own and maintain the documents for Postman Documentation features, Integrations, and API Networks.  
Example: <https://learning.postman.com/docs/publishing-your-api/publishing-your-docs/>
- Write code samples and example APIs to demonstrate software features and updates.  
Example: <https://documenter.getpostman.com/view/12901847/TYYJ6d55>
- Use Confluence, Github, and Jira to work alongside engineers and product managers to create documentation and test new features.
- Collaborate with stakeholders throughout the company to create documentation and media to align with engineering, community, content, and product development roadmaps.

## RealityEngines.AI / Technical Writer

January 2020 - May 2020 (Full Time)

- Wrote and maintained documentation for Python, cURL, and JSON APIs used to operate enterprise AI software from the command line and software GUI.
- Used Postman to test APIs and author interactive Python workbooks with Google Colab and Jupyter Notebooks used for tutorials, software deep dive workshops, and software training.
- Created and maintained contextual help for the software GUI to provide accessible and relevant software support.

## Oculus VR (Aditi Consulting) / Technical Writer II

August 2019 - January 2020 (Contract)

- Created and maintained API and SDK documentation used to create and develop VR hardware and software.
- Worked with stakeholders to determine proper marketing strategies and roadmaps.

## Google Street View (Adecco) / Technical Writer

May 2019 - August 2019 (Contract)

- Wrote, published, and maintained high-quality help content for online and print publishing.
- Managed the production and publishing of API and SDK documentation.
- Audited existing documentation against current processes and made revisions appropriately.
- Captured knowledge, ideas, and decisions and documented them in both articles and detailed manuals.

## Walmart Labs / Project Manager and Technical Writer

January 2019 - May 2019 (Contract)

- Managed writing projects with Kanban, Jira, and hybrid Agile methodologies with engineers and leadership across departments to ensure quality, complete, and on-time deliverables.
- Used Confluence and HelpDocs to write documentation for over 300 internal APIs, SDKs, and databases.

## Amax / Engineering Project Coordinator and Technical Writer

July 2017 - July 2018 (Full Time)

- Project manager for launching all products for enterprise data centers and Deep Learning researchers.
- Led engineering, project management, research, validation, marketing teams to launch products, marketing strategies and trade shows like: GTC, AI Summit SF, and RSA.
- Technical writer and copywriter for all internal and external product technical and marketing.
- Used FrameMaker to create SDK and API manuals, websites and UI/UX for products like DL-E200.
- Link to white paper example, "Deep Learning in the Cloud vs On-Premise": <https://goo.gl/fmj2hb>

## San Jose State University / C Embedded Systems Teacher

February 2015 - May 2017 (Part-time)

- Led teaching efforts and wrote lesson plan documents for each class lecture and lab session.
- Facilitated 4-hour labs of over 100 students to learn and practice skills.
- Gained skills required to teach complex concepts to others with minimal technical experience.

## Mobvoi / Technical Writer and Operations Manager

July 2016 - February 2017 (Full Time)

- Lead technical writer for all website, Kickstarter campaign, and sales. Kickstarter: <https://goo.gl/QhdP8p>
- Primary writer for US marketing materials. Writing Example: Official Review Guide: <https://goo.gl/DwG3FT>
- Maintained global public relations with press, social media, and Mobvoi forum. Press such as: TechnoBuffalo, Unbox Therapy, and Linus Tech Tips
- Led web development team on company website UI and UX. Company Site: [www.mobvoi.com/us](http://www.mobvoi.com/us)

## Freelance Technical Writer and Project Manager

May 2013 - Present (Part-time)

- Work with private and public companies to provide technical writing and project management services.
- Increased profits and customer awareness for all companies I partnered with.