

# Josh Raymond-Castro

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## Summery

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Analytical and detail-oriented Technical Writer with 3+ years of experience writing and editing high-quality digital and print content.

## Key Qualifications

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- 3+ years of experience writing and editing technical documents, news articles, white papers, annual reports, presentations, tutorials and Web content.
- Bachelor of Arts in Journalism and Communications
- Outstanding technical skills. Adept with basic authoring tools such as Adobe Acrobat and MS Office applications, as well as WindChill and S1000D Common Source Database
- Excel at working with subject-matter experts to gather information, identify relevant data and audiences, and write documents that are clear and user friendly.
- Understanding of basic technical terminology

## Professional Experience

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**Freelance Technical Writer & Editor**  
Telecommute

May 2016 - Present

- Wrote and edited news articles, white papers, resumes, proposals, and content research for a variety of organizations.
- Published on a number of digital platforms.

**Technical Writer & Editor**  
Old Dominion University

Dec 2017 - Apr 2018

- Took technical concepts and translated them into clear, easy-to-understand documents.
- Created strong content that fulfilled university standards and audience goals.
- Wrote and edited white papers that were utilized by university marketing.
- Analyzed written communications and made improvements as necessary.

**General Assignment Writer**  
American Military News

Oct 2016 - Aug 2017

- Utilized multimedia skills, such as web design and video production, to distill complex information into clear and concise content.
- Worked independently, delivering accurate documentation under deadline pressure.
- Read journals and other material to become familiar with defense technologies and production methods.
- Reviewed published materials and recommended revisions or changes in scope, format and content.

**Sergeant/ E-5**  
U.S. Marines

Apr 2008 - May 2016

- Held secret security clearance.
- Wrote highly complex orders, directives, and educational curriculums in a variety of roles.
- Served in 1st Marine Division during multiple combat operations, to include Operation Enduring Freedom and Operation Inherent Resolve.
- Honorable Discharge.

## **Education**

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**Bachelors of Arts, Journalism and Communications**  
Old Dominion University

Aug 2017 - May 2020

- Concentration in technical and professional writing and communications.

## **References**

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Available on Request