Tyrone Jefferson

Technical Documentation Specialist

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SUMMARY

Technical documentation specialist with 5 years of experience in aerospace manufacturing and engineering document control. Writes work instructions and SOPs, runs document lifecycle steps in SharePoint, and builds Excel and PowerPoint reports on change status. Brings technical writing skill, attention to detail and familiarity with configuration management and document control processes.

EDUCATION

Bachelor of Arts 05/2021

University of Alabama in Huntsville Huntsville, AL

Technical Communication

EXPERIENCE

Technical Documentation Specialist 01/2023 - Present

Redstone Propulsion Components Huntsville, AL

Supplier of rocket engine valves and fittings to launch vehicle makers.

- Write and revise **150+** work instructions and SOPs for machining, welding and test cells.
- Process 40 engineering change notices a month through review, approval and release in SharePoint.
- Audited 1,800 controlled documents for current revisions, closing an AS9100 finding in 6 weeks.
- Report weekly change status in Excel and PowerPoint to engineering and quality managers.
- Coordinate with machinists and inspectors to add photos and torque values to shop floor steps.

Document Control Specialist 06/2021 - 12/2022

Tennessee Valley Defense Electronics Decatur, AL

Builder of circuit card assemblies for military aircraft.

- Released 900 drawings and specifications a year into the controlled library.
- Maintained the configuration management log for 6 programs with full revision history.
- Scanned and indexed 5,000 legacy paper records into SharePoint over 10 months.
- Answered document requests from 3 shifts through Outlook within one business day.

SKILLS

Technical Writing • Document Control • Configuration Management • SOPs • SharePoint • Excel • PowerPoint Word • Outlook • Attention to Detail

CERTIFICATES

AS9100D Internal Auditor

Exemplar Global

04/2024