

Rondon Tahal | Problem-Solver

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PROFILE

I'm a Technical Writer that uses my skills as a tool to solve real-world organizational problems. I use **systematic thinking** and **procedures** to ensure operational success. I have an extensive knowledge and passion for **Business Management, Engineering**, and other technological areas. I enjoy applying my **knowledge** and **critical thinking** skills to effectively articulate technical concepts. I like to maintain documents that are of utmost clarity to provide company & customer satisfaction. My motto is to be clear, concise, and correct.

I always enter a room with the mindset of making the impossible, possible.

WORK EXPERIENCE

Interprovincial Corrosion Control Company Limited | October 2019-December 2021

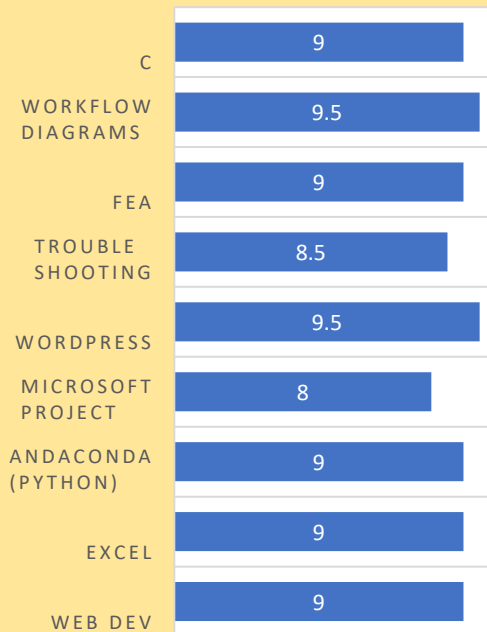
Quality Management & Technical Writing Specialist

- Led and **prepared quality management systems** for external third-party audits from SGS, QPS, Underwriters Laboratory (UL), Intertek (ETL) and Korean Testing Laboratory (KTL).
 - Resulted in company gaining and maintaining professional certifications.
- Developed **workflow diagrams** and procedures implemented in production.
 - This created final products with 100% efficiency and repeatability.
- **Produced Organizational Charts and Roles & Responsibility documents**.
 - Updated missing charts in the Management system to provide an overview for employees and external organizations to understand how the organization functioned.
- **Outlined and documented SOP's** that governed how key quality objectives were performed. Created **Process Flow Charts** to accompany SOP's.
 - Resulted in procedures that current and future employees could use transfer company knowledge and policies.
- **Planned, systemized, and developed** processes and step-by-step workflows for calibration of machines & equipment.
 - This allowed manufacturer to have a **detailed system** for guaranteeing all equipment was **meeting required standards** for **maintaining certification**.

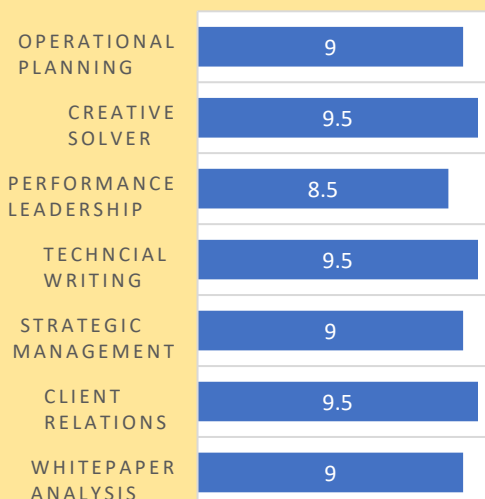
Product Tester & Quality Assurance Coordinator

- **Tested and verified products** to meet ISO 9001 white paper certification standards with 100% accuracy.
- Performed comprehensive workflow monitoring to ensure procedures were effectively utilized.

TECHNICAL SKILLS



SOFT SKILLS



Manager of Operations

- Oversaw financial documentation and accounting to determine if business was profitable.
- Filled out documentation and requirements for exporting products through customs from the USA to Canada.
- Submitted required documentation for events.
- **Conducted operations** from setting up event locations to dealing directly with customers and event planners.
- **Featured live on CP24** and was recognized as the most novel product at the 2019 FOODALICOUS Event in Toronto.

Project Manager for Product Startup

- Utilized **leadership** skills to form a team and **delegated tasks** to teammates based on skill level and strengths.
 - **Programmed Embedded Systems and Micro Controllers.**
 - Researched & developed code from scratch to build a **drawing robot for people with disabilities** using **C and Python**. Created technical specifications for every line of code.
 - Documented weekly efforts and produced **reports** shared with the client, to ensure **client satisfaction**.
 - Developed technical reports: **Product requirement documents, bill of materials and workflow diagrams** to detail code and manufacturing procedures.
 - **Wrote a product manual**, which highlighted product functions and detailed the specifications required for operation & launch.
 - **Design and fabricated functional 3-D drawings and mechanical assemblies** to prepare products for **mock-up and final prototype**.
 - **Presented Product** to client and their potential customers.
- ★ **Won first place** in their startup design team challenge.

EDUCATION

Bachelor of Technology, Manufacturing Engineering Technology: McMaster University, Hamilton, ON

- **Part time (4 remaining courses)**
- **Minor, Business Management: McMaster University, Hamilton, ON (6/7 Courses)**
- **Completed Education Hours for PMI Certification**

Advanced Diploma, Mechanical Engineering Technology-Design: George Brown College, Toronto, Ontario (2019)

- Dean's Honor List

Certificate, Junior WordPress Developer (2021)

LinkedIn Learning

ABC Company
WorkFlow

