

Ross W. Shelton

Technical Writer — API & Software Documentation

CONTACT

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SKILLS

Documentation & Authoring

Technical Writing & Editing • S1000D & STE Authoring • XML Structured Content • API Documentation • Software Requirements Specifications (SRS) • README / Deployment Guides • Style Guide Adherence • Editing & Peer Review

Tools & Platforms

Arbortext • Madcap Flare • Adobe FrameMaker • Confluence • Windchill • DevTrack • R4i • IADS • Snagit • MS Office Suite • Google Workspace

Technical Literacy

Markdown • GitHub • RESTful APIs • Python (familiar) • Relational Databases • Web App Architecture (React / Flask)

Collaboration

SME Interaction • Cross-Functional Coordination • Research & Fact-Finding • Production & Process Tracking

EDUCATION

Master of Arts, Engaged and Public Humanities

Georgetown University
2022

Bachelor of Arts, Philosophy with Honors

University of California, San Diego
Magna Cum Laude • Eric Paul Allison Memorial Fellowship Award
2021

Master of Science, AI Engineering (MSAIE) — in progress

Quantic School of Business and Technology
Coursework includes RESTful APIs, web application architecture, and software documentation practices
Expected Aug. 2027

TRAINING

- “Become a Technical Writer” Certificate Program — Instructor: Bobby Kennedy (25 yrs. industry experience)
- Airman Leadership School — Travis Air Force Base
- Fiber Optics Technician
- TACAN Technician & Operator
- IFF Technician

SUMMARY

Technical writer with four years of experience producing mission-critical documentation for aerospace and defense programs, plus hands-on experience documenting a full-stack web application from requirements through deployment. Skilled at translating complex technical and engineering information — from XML-structured aircraft publications to RESTful API behavior — into clear, accurate content for audiences ranging from field technicians to software developers. Strong SME collaboration, editing, and process-management background.

PROFESSIONAL EXPERIENCE

General Atomics Aeronautical Systems, Inc.

Technical Writer & Editor II | San Diego, CA • July 2022 – Present

- Research, write, and edit technical documentation for multiple aerospace platforms serving U.S. government agencies and international customers.
- Author structured content in XML-based publishing environments following S1000D and Simplified Technical English (STE) guidelines.
- Partner with subject matter experts across engineering and program teams to identify, verify, and translate technical data into accurate, audience-appropriate documentation.
- Track and maintain documentation status and production records across concurrent publication projects using DevTrack and R4i.

Georgetown University — Military and Veterans Resource Center (MAVRC)

Office Assistant & Process Manager | Washington, DC • January 2022 – July 2022

- Managed MAVRC office communications, responding to prospective and current students' questions on educational benefits, administration, and matriculation.
- Served as a liaison between students and university offices, coordinating meetings and maintaining clear, professional written correspondence.

United States Coast Guard

Electronics Technician, Second Class | San Diego, CA • August 2006 – July 2016

- Maintained, installed, and repaired communications, navigation, and weapons systems — including HF transmitters, radar, and small-boat electronics — using MIL-STD technical documentation.
- Served as liaison between contracted subject matter experts and command leadership during technical installation briefs, translating engineering detail for non-technical stakeholders.
- Held Top Secret/SCI security clearance.

SELECTED PROJECT

Café Fausse — Full-Stack Restaurant Web Application

Independent Project • 2025

- Authored the project's Software Requirements Specification (SRS), documenting functional and non-functional requirements for a React / Flask / PostgreSQL reservation platform.
- Documented RESTful API endpoints and the relational database schema supporting the reservation and newsletter-signup systems.
- Wrote deployment documentation (README) covering environment setup, dependencies, and database configuration.
- Used Claude Code, an AI-assisted development tool, to build and document the application — current, hands-on experience with the AI-assisted workflows increasingly used in developer documentation.