

CALEB BALDUFF

TECHNICAL WRITER

+1.6142569144

caleb.balduff@gmail.com

www.calebbalduff.com

EXPERIENCE

WRITING

Generated or reworked 50+ Standard Operating Procedures, publications, and instruction. Edited or produced 30+ evaluation reports.

RESEARCH

Created two publications on first-seen ordnance items from foreign countries. Researched function, render-safe, and hazards of ordnance including sketches and x-rays.

TECHNICAL

Maintained and wrote configuration management software for classified/unclassified systems. Trained in software engineering, database, and systems design.

TEAMWORK

Integrated with software engineers, database, and testers daily. Trained 1400+ foreign and domestic students on Improvised Explosive Device mitigation and disposal.

EDUCATION

UNIVERSITY OF COLORADO – COLORADO SPRINGS 2024 - CURRENT
BA - TECHNICAL COMMUNICATION AND INFORMATION DESIGN

EXCELSIOR UNIVERSITY 2017 – 2020
BS - MILITARY LEADERSHIP

COMMUNITY COLLEGE OF THE AIR FORCE 2003 – 2008
COMPUTER PROGRAMMING APPRENTICE

EMPLOYMENT

EXPLOSIVE ORDNANCE DISPOSAL 2011 – 2023
U.S. ARMY - FT. CARSON | EGLIN AFB
Disposal of improvised and conventional explosive hazards. Provide support to U.S. Secret Service and Department of State. Mentor and train domestic and foreign personnel. Instructor at schoolhouse.

INFANTRYMAN 2008-2011
U.S. ARMY – FT. BRAGG
Senior Scout Observer in charge of three subordinates.

COMPUTER SYSTEMS PROGRAMMER 2003-2008
U.S. AIR FORCE – OFFUTT AFB
Maintained configuration management software. Implemented new system with zero downtime. Worked as primary emergency contact.

PROFILE

Detail-oriented technical writer with experience in configuration management. Practiced at working in extremely stressful environments. Communicates and works well with others including software engineers. Works successfully towards meeting deadlines and applying feedback. Able to work independently with little supervision if required.

EXPERTISE

- Technical Document Creation & Editing
- Research
- Executive & Administrative Support
- Engineer Relations & Communications

SKILLS

- Skilled in Microsoft Office Suite
- Skilled Beginner in Adobe Acrobat
- Work in Windows and UNIX environments
- Cybersecurity Focus