## Priscilla Lee

#### Senior Technical Writer | AI-Assisted Documentation & Standards Governance

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## **Professional Summary**

Senior Technical Writer with 20+ years at Google, Oracle, and Teradyne, leveraging AI-assisted writing techniques to enhance efficiency, accuracy, and compliance throughout documentation lifecycles. Delivered high-impact content across enterprise software, supply chain systems, PLM platforms, conversational AI (Google Assistant), and data center operations. Expert in release lifecycle management, cross-functional coordination, and authoring enforceable specifications aligned with global standards. Holds Construction Specifications Institute (CSI) Triple Crown certifications: CDT (Construction Documents Technologist), CCS (Certified Construction Specifier), and CCCA (Certified Construction Contract Administrator), a distinction held by fewer than 1% of CSI's 7,000+ members (architects, engineers, contractors, and specification experts), affirming deep expertise in standards and compliance governance. Nationally recognized poet published in *Ploughshares* (<1% acceptance) and *The Kenyon Review* (~1.3% acceptance), demonstrating mastery of precision and audience awareness essential to high-stakes documentation.

## **Core Competencies**

Manufacturing & Process Documentation • Compliance & Regulatory Documentation • AI-Assisted Content Strategy • Documentation Governance & Release Management • Technical Specifications & Standards • Cross-Functional Collaboration • Subject Matter Expertise Development • Knowledge Management Systems

#### **Technical Proficiency**

AI/Generative AI (Gemini, ChatGPT, Claude, Grok), Google Workspace, Agile PLM, AODocs, Snagit, Lucidchart, Adobe Acrobat DC Pro, Adobe FrameMaker, Microsoft Office, Articulate Storyline, macOS, Linux, Windows, SVN

## **Professional Experience**

## Technical Writer - Google Infrastructure Supply Chain Systems Google (via Tezerakt) | Jul 2023 - Present

- Leveraged advanced AI prompting techniques to accelerate drafting and review cycles for manufacturing documentation, cutting turnaround times while maintaining compliance quality.
- Standardized manufacturing quality data by architecting five mandatory technical specifications, achieving 95%+ accuracy for critical performance measurements and system traceability keys.
- Defined data fields and system specifications for traceability system, coordinating partner data submissions to reach 80%+ completeness and 95%+ accuracy, preventing installation and shipment delays.
- Managed end-to-end documentation release lifecycle from intake to publication, ordering GPNs and ECOs, coordinating multi-stage reviews, and directing official releases in PLM.
- Documented manufacturing workflows including design for testability (DFT), flying probe (FP), in-circuit testing (ICT), IEEE 1149.1 boundary-scan (JTAG), and automated inspection systems.
- Synthesized contract manufacturer work instructions, engineering documents, and CAD drawings to author Stonehenge-Mackback Rack SOPs; issued targeted technical memos to resolve assembly discrepancies.
- Co-developed process guides, style guides, templates, and training materials that standardized documentation across PLaTO, GHQR, and GME, ensuring MVP compliance and cross-organizational consistency.

# **Technical Writer - Google Data Centers**

## Google (FTE and via multiple vendors) | Aug 2018 - Mar 2023

- Awarded Peer Bonus for coordination on high-priority P0 Engineering Bulletin.
- Edited 350+ specifications across EMEA and U.S. projects, enforcing structure, terminology, and global consistency aligned with Owner Program Requirements (OPRs) and CSI SectionFormat.
- Provided quality oversight by technically editing 124+ high-priority OPRs, specifications, and design narratives under tight deadlines.
- Logged and resolved 34 documentation bugs, mitigating risks of cost overruns and schedule delays.
- Architected comprehensive revision of Division 01 (General Requirements), establishing charters and timelines; authored prescriptive language that clarified contractor roles and blocked unapproved substitutions.
- Led the Delegated Design initiative, creating and revising Section 01 35 73 Delegated Design Procedures to align legal and contractual requirements with engineering practice. Analyzed over 345 specifications to identify delegated-design cases, authored compliant text, and developed templates adopted by senior engineers to reduce liability and streamline submittals.
- Restructured library of ~2,600 engineering documents into standardized templates and controlled workflows, improving accessibility and version control.
- Awarded CBRE Hoogler Award for outstanding contributions to technical writing and governance.

#### **Technical Writer - Google Assistant**

#### Google (via Infobahn Softworld) | Jan 2018 - Jun 2018

- Managed documentation for Google Assistant conversational AI platform, supporting engineers, QA, and product teams under aggressive release cycles.
- Developed comprehensive Geppetto CMS guide for conversational AI experiences, covering content creation, editing, tagging, and publishing workflows.
- Documented Assistant Debugger web-based tool, enabling teams to simulate and resolve model-driven behavior in controlled testing environments.
- Authored integration guides, debugging references, and troubleshooting procedures to enable efficient testing and analysis across devices.
- Produced content on advanced functionalities including date- and location-fencing, curated content, and fallback responses for cross-functional teams.

## **Technical Writer - Google Data Centers**

#### Google (via Akorbi) | Jun 2016 - Dec 2017

- Cleared global procedures backlog, restoring compliance and operational readiness for critical documentation.
- Authored and revised 122 SOPs, MOPs, and EOPs; developed 140+ commissioning checklists and QC templates, standardizing handoffs and reducing rework during builds.

## Senior Technical Writer - Oracle Identity & Access Management Oracle Corporation | May 2008 - Sep 2015

- Prepared 300+-page Integration Guide for FrameMaker-to-DITA conversion under tight deadlines, enabling modular publishing and reuse.
- Authored Administrator's Guides, Integration Guides, and release notes across Oracle Identity Management (IDM) suite.
- Documented API and schema references, including Java APIs, SOAP integration, and policy management syntax.
- Initiated weekly customer-focused FAQ meetings with development, product management, and support teams, addressing documentation gaps and improving user adoption.

#### **Early Career - Oracle and Teradyne**

- Identified major critical flaw during pre-release testing at Oracle, earning Performance Bonus for preventing costly delays.
- Authored core Enterprise Manager documentation, including Concepts, Configuration, and Administrator's
- Updated Teradyne documentation to align with ISO 9000; partnered with safety specialists to secure CE certification, integrating European safety and emissions requirements.
- Documented diagnostic workflows and troubleshooting procedures, improving uptime and reducing service calls.

#### **Education**

## Bachelor of Arts, English | University of California, Berkeley

## Awards, Credentials, and Recognition

- Earned CBRE Hoogler Award for technical writing excellence, Oracle Performance Bonus for pre-release flaw prevention, and Google Peer Bonus for high-priority bulletin coordination.
- Achieved CSI Triple Crown certifications (CDT, CCS, CCCA), held by fewer than 1% of CSI's 7,000+ members.
- Received CSI Board Chair's Plaque for advancing industry standards, leading national CDT study sessions, and creating a Brainscape study system adopted nationwide.
- Profiled in *The Construction Specifier* (2020, 2023) and *CSI Weekly Newsletter*, publications with a combined reach of 68,000+, highlighting national leadership in compliance and standards.

#### **Literary Recognition and Publications**

- Published *Wishbone* (Heyday Press), a title selected by the Academy of American Poets Poetry Book Club with national promotion through *Poets & Writers*, Small Press Distribution, and the California Arts Council.
- Recipient of Poetry Book Award (Association for Asian American Studies), James D. Phelan Literary Award (San Francisco Foundation), and Emily Chamberlain Cook Prize in Poetry (University of California, Berkeley).
- Featured in Between Paradise & Earth: Eve Poems alongside Toni Morrison, Rita Dove, and Lucille Clifton.
- Published in prestigious literary journals, including *Ploughshares* (<1% acceptance), *The Kenyon Review* (~1.3% acceptance), and *ZYZZYVA* (~4.7% acceptance), reflecting exceptional selectivity and national recognition.
- Achieved international recognition with translations in *Lyrikvännen*, Sweden's leading poetry journal.
- Featured on the Poetry Foundation website, affirming national literary stature.