Drew Squire

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Summary

I am a master practitioner and weaponizer of curiosity. Inside this bizarrely constructed birdhouse known as my "brain" is an infinitely flowing font of creativity, intrigue, and desire to combine a gargantuan mental library of computer knowledge and passion for writing into a fully functional human being. Sometimes, I even succeed at it.

Skills

- Document editing
- SOP creation
- Technical writing
- User documentation
- Content management
- SharePoint management
- Research skills
- Attention to detail
- Team collaboration
- Process documentation
- Networking
- Troubleshooting

Experience

Technical Writer IV - Boeing (Insight Global Subcontractor)
September 2025 - January 2026
My duties had me working on existing documentation to update them by providing a clear and defined method of progress utilizing a custom-made writing style guide.
•Created a fully thought out and utilized document style guide for the company to follow with existing and new documentation
•Edited and updated multiple sets of existing documentation to bring them to modern styling.

Technical Writer - GovCIO (USVA Subcontractor)
November 2022 - October 2023
My duties included regularly updating transition documentation and design templates, adjustment of reports, and creating SOP's to enable the writers in other groups to produce the same level of precision.
•Regularly worked with several sets of documentation and data to generate transitional documents in aid of the EHR transition process.
•Produced multiple sets of precise SOP guides to cover the many different aspects and data points involved in the transitional documents.
•Designed and populated a custom team homepage portal with quick access to files and information for various team processes and tools.

Technical Writer / IT Support Specialist - Collective Goods
October 2007 - August 2019
My duties utilized me as a jack-of-all-trades support technician, technical writer/editor, user experience curator, software/hardware tester, and so on.
•Created front-facing and in-house user guides, tutorials, and walkthroughs for various company tasks and software suites.
•Assisted remote employees with technical issues with their business computer software and equipment.
•Assisted superiors in editing and verbiage used in company documentation.

Education and Training

Bachelor of Science
June 2007
Westwood College, Denver, CO