

LAWRENCE CRABTREE

Terrebonne, OR 9776

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TECHNICAL WRITER

Detail-oriented Technical Writer with a strong background in manufacturing, engineering, and operations, specializing in translating complex technical concepts into clear and concise documentation. Experienced in developing standard operating procedures (SOPs), technical manuals, training materials, and process documentation to support operational efficiency and knowledge transfer. Adept at collaborating with engineers, project managers, and cross-functional teams to create user-friendly content that enhances productivity and compliance. Proven ability to lead documentation projects, optimize workflows, and ensure accuracy in technical communications. A U.S. Navy submarine veteran with a keen eye for detail and analytical problem-solving skills, seeking to leverage expertise in a technical writing role.

KEY SKILLS

Technical Writing & Documentation | Technical Content Management | Standard Operating Procedures (SOPs) | Cross Functional Collaboration & Communication | Document & Data Management | Editing & Proofreading | Critical Thinking | Project Management | User Training & Knowledge Transfer | Estimation and Work Planning | Website Content Management and Site Administration | Database Mapping | Analytical Problem Solving | Technical Research & White Paper Development | Remote Work Execution | Attention to Detail | Mentoring | Remote Communication & Self-Management | Content Development | Process Improvement & Optimization | Schematic and Technical Specification Comprehension | Research & Analysis

PROFESSIONAL EXPERIENCE

Intel, Aloha, OR

March 1997 - September 2024

Project Coordinator (fully remote), May 2022 - September 2024

Effectively led remote project coordination and technical documentation initiatives, showcasing strong self-management, cross-functional collaboration, and communication skills aligned with technical writing roles.

- **Developed and maintained a comprehensive library of process documentation** for cost analysis tasks, enabling seamless knowledge transfer and ensuring operational continuity during team transitions.
- **Authored and maintained standard operating procedures** for test wafer tracking and activities, supporting consistency and clarity across teams.
- Conducted weekly cost reviews and maintained a commodity database using **custom Excel macros and Power BI**, enabling accurate financial reporting and streamlined decision-making.
- Facilitated weekly virtual meetings to present cost and test wafer system updates, gather feedback, address support needs, and drive process improvements.
- Mapped commodity databases to ensure spending accuracy across multiple categories, including chemicals, spare parts, and inter-factory operations.
- **Created and managed Statements of Work (SOWs)** for suppliers/vendors; maintained accurate documentation and Purchase Orders for contracts, support needs, and procurement.
- Oversaw test wafer inventory and logistics across multiple toolsets and technologies, including shipments for technology transfers and tool matching.
- Trained and onboarded new team members, **developing onboarding materials** and guiding them through technical procedures.
- Sponsored 100+ contingent workers by coordinating factory access, safety training, and documentation compliance.
- Executed project and operational tasks independently in a fully remote environment, demonstrating strong task prioritization and problem-solving skills.
- Analyzed costs, reconciled orders, and managed Purchase Orders for transactions and vendor accounts.

Engineering Technician (fully remote), April 2020 - May 2022

- **Led the successful transition to a new company-wide help request system** by learning its functionality, customizing it to support 15+ additional processes, and testing updates with end users. **Developed comprehensive SOPs** and trained senior engineers and technicians, ensuring seamless adoption and continued operational efficiency.

- **Led a global audit of SOPs, URLs, websites, PDLs, electronic passdowns, and job aids** to identify and remove potentially offensive language; collaborated with international stakeholders to resolve cultural nuances, completing the initiative one week ahead of schedule.
- **Authored over a dozen technical white papers** to support the integration of new technologies and facilitate a successful technology transfer to another factory.
- **Continuously revised and maintained operational procedures** to align with evolving factory processes, new equipment installations, and the transition to a foundry model.

Manufacturing Technician, March 1997 - April 2020

- Operated advanced manufacturing tool sets, including Lithography, Electroplating, Metrology, and support equipment, ensuring optimal performance and output.
- Performed maintenance, troubleshooting, wafer recovery, and repairs, ensuring continuous operation and minimizing downtime.
- **Designed, conducted, and documented process improvement experiments** to enhance efficiency, reduce costs, and improve quality in manufacturing workflows.
- Led the installation and qualification of Lithography track machinery, including Silicon Valley Group (SVG) and Tokyo Electron Ltd (TEL) Clean Track tools.
- Served on the Emergency Response Team, managing chemical spill cleanups and coordinating building evacuations to uphold safety standards.
- Executed decontamination and decommissioning of over 100 pieces of machinery during technology upgrades and factory transitions.
- Proven ability to design & deliver impactful training programs, consistently exceeded performance metrics by effectively coaching & developing diverse teams, resulting in increased employee productivity & improved skill sets.

MILITARY EXPERIENCE

United States Navy, USS Kamehameha SSN 642

Electrician, Nuclear Power Plant Operator

- Operated the submarine's nuclear reactor plant, electric plant, and steam plant.
- Performed planned maintenance, troubleshooting and repairs to the components of the reactor plant, electric plant, and many subsystems including: turbine generators, motor generators, motor controllers, submarine's battery system, AC and DC switchboards and distribution systems, and circuit breakers
- Served as the Sound Silencing Expert, conducting quarterly vibration analysis on all machinery aboard the submarine to ensure mission stealth, enhance maneuverability, and enable predictive maintenance by identifying and replacing failing components, earning a Captain's Commendation as recommended by Squadron 7 in Pearl Harbor.
- **Military Education:** Naval Nuclear Power School, Naval Nuclear Prototype (D1G power plant), Naval Nuclear Field A School (Electrician), Quality Assurance school, Oxygen Clean Program school.

EDUCATION

Technical Writing Certificate Oregon State University – Professional and Continuing Education

Completed 160 hours (16 CEUs) of evaluated learning -- Issued July 2025

- **Courses included:** Technical Editing: SOPs and Flowcharts, Usability & User-Centered Design, Single-Sourcing and Methodology, Manuals & Instructional Design, Portfolio Creation
- Focused on professional writing, documentation design, and editing in technical contexts.

TECHNICAL SKILLS

Operating Systems: Microsoft Windows | Mac

Software: Microsoft Office (Access, Excel, Outlook, PowerPoint, Teams, Word), SharePoint Services, Visio | draw.io | Adobe Acrobat, FrameMaker, RoboHelp | Photoshop | Power BI | SCADA | Zoom | Google Meet | Google Suite (Docs, Sheets, Slides, Forms) | Google Drive | OneDrive

Business Application Platforms: SAP | Ariba | QuickBooks

Certifications: Adobe FrameMaker Level 1 | Adobe RoboHelp Level 1