# Priscilla Lee

**Senior Technical Writer | AI-Assisted Documentation & Compliance Specialist**

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## Professional Summary

Accomplished Senior Technical Writer with 20+ years at Google, Oracle, and Teradyne, recognized for blending AI innovation and compliance-driven documentation governance. Experience producing high-impact documentation across enterprise software, supply chain, Product Lifecycle Management (PLM) systems, conversational AI platforms (Google Assistant), and data center environments. Expert in scaling documentation programs 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, compliance, and governance.

Nationally recognized poet with publications in Ploughshares (acceptance rate <1%) and The Kenyon Review (acceptance rate ~1.3%), demonstrating mastery of language, precision, and audience awareness essential to high-stakes documentation.

## Core Competencies

AI-Assisted Content Strategy • Documentation Governance & Release Management • Manufacturing & Process Documentation • Compliance-Driven Specifications • Cross-Functional Collaboration • Technical Subject Matter Expertise • Knowledge Management & Visual Content Delivery

## Technical Proficiency

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

## Professional Experience

### Technical Writer — Google Infrastructure Supply Chain Systems

Google (via Tezerakt) | Jul 2023 – Present

- Applied advanced AI prompting techniques to accelerate drafting and review cycles for manufacturing and compliance documentation, cutting turnaround times while maintaining quality.
- Standardized manufacturing quality data by architecting and publishing five mandatory technical specifications, ensuring 95%+ accuracy for critical performance measurements, test symptom labels, and system traceability keys across all test steps.
- Defined data fields and API usage for a traceability system, formalizing partner data submissions and lifting completeness above 80% and accuracy to 95% for critical data, preventing installation and shipment delays.
- Managed the end-to-end documentation release lifecycle from intake to publication, coordinating multi-stage reviews and directing official releases in PLM.
- Documented end-to-end manufacturing and quality-control workflows, including design for testability (DFT), flying probe (FP), in-circuit testing (ICT), IEEE 1149.1 boundary-scan (JTAG), and automated inspection systems.

### 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 and revised 350+ specifications across EMEA and U.S. projects, aligning with Owner Program Requirements (OPRs) and CSI SectionFormat to enforce structure, terminology, and global consistency.
- Provided quality oversight for design documents 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 the comprehensive revision of Division 01 (General Requirements), establishing charters and timelines, and authored prescriptive language that clarified contractor roles, ensured enforceability, and blocked unapproved substitutions.
- Led Delegated Design initiative, analyzing ~345 specifications to identify delegated-design cases, authored compliant text, and developed templates adopted by senior engineers to reduce liability and streamline the submittal process.
- Restructured a library of ~2,600 engineering documents into standardized templates and controlled workflows, ensuring accessibility, searchability, 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

- Created and managed documentation for the Google Assistant conversational AI platform, supporting engineers, QA, and product teams under aggressive release cycles.
- Developed a comprehensive Geppetto CMS guide for conversational AI experiences, covering content creation, editing, tagging, and publishing workflows.
- Documented the Assistant Debugger, a web-based tool used to simulate, reproduce, and resolve model-driven behavior in a controlled testing environment.
- Authored and maintained integration guides, debugging references, and troubleshooting procedures to enable efficient testing and analysis of Google Assistant behavior across devices.
- Produced user-focused content on advanced functionalities such as date- and location-fencing, curated content, and fallback responses, ensuring accuracy and usability for cross-functional teams.

### Technical Writer — Google Data Centers

Google (via Akorbi) | Jun 2016 – Dec 2017

- Cleared the global procedures backlog, restoring compliance and operational readiness, and ensuring timely access to critical documentation.
- Authored and revised 122 SOPs, MOPs, and EOPs and developed 140+ commissioning checklists and quality-control 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 future modular publishing and reuse.
- Authored Developer's, Administrator's, and Integration Guides and release notes across the Oracle Identity Management (IDM) suite.

### Early Career — Oracle and Teradyne

- Identified a major critical flaw during pre-release testing at Oracle, earning a Performance Bonus for preventing costly delays.
- Updated documentation at Teradyne to align with ISO 9000 and partnered with safety specialists to secure CE certification, integrating European safety and emissions requirements into operator and maintenance content.
- 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 the CBRE Hoogler Award for technical writing excellence, the Oracle Performance Bonus for pre-release flaw prevention, and a Google Peer Bonus for coordination on a high-priority bulletin.
- Achieved CSI Triple Crown certifications (CDT, CCS, CCCA), held by fewer than 1% of CSI's 7,000+ members.
- Received the CSI Board Chair's Plaque for advancing industry standards, leading national CDT study sessions, mentoring certification candidates, and creating a Brainscape study system adopted nationwide.
- Profiled in The Construction Specifier (2020, 2023) and the CSI Weekly Newsletter, publications with a combined reach of 68,000+, highlighting national leadership in compliance, standards, and professional practice.

## Literary Recognition & Publications

- Published Wishbone, selected for the Academy of American Poets Poetry Book Club and promoted nationally through Poets & Writers, Small Press Distribution, and the California Arts Council.
- Recipient of the Poetry Book Award (Association for Asian American Studies), James D. Phelan Literary Award (San Francisco Foundation), Emily Chamberlain Cook Prize in Poetry (University of California, Berkeley), and Greg Grummer Poetry Award (Phoebe: A Journal of Literature and Art).
- Featured in landmark anthologies, including 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).
- Achieved international recognition with translations in the Swedish journal Lyrikvännen.
- Featured on the Poetry Foundation website, affirming national literary stature.