

# MARK DRAKE

## SUMMARY

Writer, editor, and technology enthusiast with eight years of experience in a number of diverse fields. Analytical, detail-oriented, and intent on finding straightforward solutions for difficult problems.

## PROFESSIONAL EXPERIENCE

### DigitalOcean | Technical Writer

OCTOBER 2017 - PRESENT | New York, NY

Associate Technical Writer, October 2017 - October 2018

- + Write and edit technical tutorials on topics including networking best practices, database administration, and multi-server infrastructures
- + Define learning pathways to expand individual tutorials into multipart series, maximizing the content's teaching effectiveness and boosting readers' interest
- + Engage Community members to gauge interest in new tutorial topics, respond to technical questions, and source external content in support of DigitalOcean's *Write for DOnations* program
- + Advise attendees as a volunteer mentor and representative of DigitalOcean at hackathons

### Radish Lab | Communications Coordinator

DECEMBER 2014 - DECEMBER 2015, | New York, NY

- + Authored and promoted client case studies, press releases, user guides, and presentation content as part of Radish Lab's corporate communications strategy
- + Managed Radish Lab's procurement process, from researching target clients, to drafting proposals and representing the company in client-facing meetings
- + Collaborated with clients to audit their existing marketing materials and expand them to more effectively convey their mission and services
- + Built relationships with prospective clients through pro bono consultations, attending and hosting meetups, and social media outreach

### Software Freedom Law Center | Executive Assistant

DECEMBER 2014 - DECEMBER 2015, | New York, NY

- + Served as the front face of the organization, liaising with clients, government officials, and members of the broader free software community
- + Produced all of SFLC's public communications, including blog posts, newsletters, program booklets, and fundraising outreach
- + Planned and executed conferences, Board meetings, and hackathons on behalf of SFLC and its partners

### Showtime Networks, Various | Freelance Production Secretary

AUGUST 2013 - DECEMBER 2014 | New York, NY

- + Provided administrative and logistical support for several film and television projects, including *The Affair* and *While We're Young*
- + Briefed cast, crew, and department heads on production notes, schedule updates, and policy changes
- + Coordinated table reads and crew events, sourced props and licenses, and oversaw cleanup and distribution of shooting scripts

## EDUCATION

### Michigan State University | BA, History

2008 - 2012 | East Lansing, MI

- + Minor in Economics, specialized studies in African American History
- + Lead guitarist and manager of Saboteur, East Lansing's original dance-punk band