

BDL

BRADLEY DOCUMENTATION & LEARNING

Clear Documentation. Practical Training. Remote-Ready Content.

Remote Documentation & Training Portfolio Proof Packet

Prepared for Remote Technical Writing, Instructional Design, and AI-Assisted Content
Development Opportunities

Mark R. Bradley

Columbus, Ohio | Remote | markrbradley1@gmail.com
Portfolio: markrbradley1.wixsite.com/eportfolioexamples/portfolio-examples

1. Professional Overview

Positioning Statement

Mark R. Bradley is a senior remote-ready technical writer and instructional designer who helps organizations turn complex information into clear documentation, practical training, and AI-supported learning content.

This portfolio proof packet is designed to give employers, recruiters, and business partners immediate evidence of capability. It combines senior documentation and instructional design experience with current AI-assisted workflows, digital publishing, video-based training, and turnkey website content development.

Core Message for Employers

- I can work remotely with minimal supervision and produce clear, structured deliverables.
- I can document complex systems, procedures, software workflows, training programs, and technical information.
- I can create learning materials, facilitator guides, learner workbooks, job aids, and video-based instructional scripts.
- I can use AI tools professionally to speed up research, drafting, editing, organizing, and converting content into usable business assets.
- I have a long professional foundation and a current, modern workflow suited for today's remote workplace.

2. Services I Provide

Technical Writing

SOPs, user guides, quick-start guides, process documentation, API/interface support materials, reference manuals, knowledge base articles, release support content.

Instructional Design

eLearning outlines, learner guides, facilitator guides, lesson plans, workbooks, assessments, job aids, blended learning materials, course scripts.

AI-Assisted Content Development

Prompt-based drafting, content restructuring, documentation workflows, transcript-to-training conversion, AI-supported research and editing.

Digital Portfolio & Website Content

Turnkey website copy, portfolio pages, service descriptions, landing page content, presentation narratives, and business-ready web materials.

Video-Based Learning Support

Training video scripts, scene-by-scene outlines, slide narratives, voiceover-ready content, and visual storyboards.

3. Tools & Technologies

Category	Tools / Capabilities
AI / Research	ChatGPT, Claude, Gemini, Grok, Manus, Gamma, Google NotebookLM, Google AI Studio
Documentation	Microsoft Word, Microsoft 365, Google Docs, Google Workspace, SharePoint, Visio, Snagit, Adobe Acrobat
Instructional Design	Articulate Storyline 360, Adobe Captivate, Camtasia, PowerPoint, SCORM/LMS-aware development, job aids, storyboards
Video / Media	Adobe Premiere Pro, Adobe Audition, Camtasia, Snagit, screen capture, video tutorial scripting
Web / Portfolio	Wix Studio, WordPress, Hostinger, Manus-generated web pages, Gamma presentations, portfolio content systems

4. Recent Professional Direction

Over the past several years, I made a deliberate professional transition into independent, remote-ready content development. Rather than stepping away from my profession, I used this period to modernize and expand my technical writing and instructional design skills through AI-assisted documentation, digital publishing, video-based training, and turnkey website development. Working with business partners, I helped create website concepts, structured content systems, training materials, presentation assets, and documentation frameworks designed for today's remote, AI-supported workplace.

How This Benefits an Employer

- I bring senior-level documentation judgment plus modern AI-assisted execution.
- I understand how to turn loose ideas, transcripts, SME notes, screenshots, and rough drafts into clean deliverables.
- I can produce work samples, web pages, documentation packets, and training materials independently.
- I am comfortable working asynchronously and organizing content for remote teams.

5. Selected Professional Background

Ohio Department of Developmental Disabilities: Technical Writer & Instructional Designer - internal communications, instructional materials, structured content support, Salesforce/Scrum-oriented work.

Smart Inbox Income, Inc.: Instructional Designer / Digital Content Developer - course content, digital marketing support, online learning assets, Adobe Premiere Pro, Articulate 360.

Battelle: Instructional design and CBT module documentation, needs analysis, project documentation, templates, storyboards, and learning objectives.

OhioHealth: Blended learning solutions, Workday HRIS eLearning simulations, ILT facilitator guides, Captivate, Camtasia, SCORM/LMS support.

Vertiv: Online training tutorials for engineering audiences, rebranding, redesign, multimedia tutorial development.

Nationwide Insurance: Cybersecurity documentation for Security Intelligence, SOC, Cyber Defense, Vulnerability Management, Attack & Penetration teams.

Honda America Manufacturing: Student guides, trainer guides, user manuals, CBTs, train-the-trainer support for business systems affecting 54,000 users.

Ventech / Ohio Attorney General: API/interface documentation, XML mapping tables, operations manuals, user guides, and interface control documentation.

6. Portfolio Sample Index

The following samples are designed to show current capability, not merely past job history. They can be converted into individual branded PDFs, website cards, Gamma slides, or attachments for job applications.

#	Sample	Type	What It Proves
1	SOP: Convert a Video Transcript into a Training Manual	Technical Writing	Process design, procedure writing, AI workflow integration
2	Knowledge Base Article: Troubleshooting File Upload Issues	Technical Writing	Help documentation, troubleshooting, concise user support
3	Quick Start Guide: Create a Gamma Presentation	Technical Writing	Software instructions, beginner-friendly guidance
4	User Guide: Getting Started with AI Documentation Tools	Technical Writing	Tool explanation, workflow documentation, user education
5	AI Workflow Guide: From Prompt to Deliverable	Technical Writing / AI	Professional AI use, content conversion, quality control
6	Before-and-After Technical Editing Sample	Technical Editing	Editing judgment, clarity, structure, plain language
7	Course Outline: AI Productivity for Remote Professionals	Instructional Design	Curriculum design, learning objectives, lesson sequencing
8	Lesson Plan: Turning Raw Notes into Training Content	Instructional Design	Lesson design, activities, assessment alignment
9	Facilitator Guide: Remote Onboarding Session	Instructional Design	Instructor support, timing, learner engagement
10	Learner Workbook: AI Documentation Practice Workbook	Instructional Design	Practice activities, reflection, applied learning
11	eLearning Storyboard: New Employee Systems Training	Instructional Design	Storyboard design, screen text, narration, interaction planning
12	Assessment / Quiz Sample: Documentation Skills Check	Instructional Design	Assessment writing, feedback, measurable outcomes

7. Portfolio Proof Samples

SAMPLE 1

SOP: Converting a Video Transcript into a Training Manual

Technical Writing / Process Documentation

Purpose: Define a repeatable method for converting a raw video transcript into a structured, user-friendly training manual.

Procedure

1. Obtain the transcript and confirm that the source recording reflects the correct process or system version.
2. Review the transcript and identify the major sections, tasks, and decision points.
3. Remove filler language, repetition, false starts, and nonessential dialogue.
4. Reorganize the material into logical sections such as Overview, Requirements, Procedure, Tips, and Troubleshooting.
5. Convert spoken steps into concise, action-oriented instructions using verbs such as Open, Select, Enter, Review, and Submit.
6. Add screenshots, callouts, warnings, notes, and best-practice tips where clarity is needed.
7. Validate the instructions with an SME or by walking through the process directly.
8. Format the final document using headings, numbering, and consistent terminology.
9. Store the document in the designated repository and version it appropriately.

Quality Checklist

- Are all steps accurate and current?
- Is the sequence easy for a new user to follow?
- Are fields, buttons, and screen names named consistently?
- Are warnings, prerequisites, and troubleshooting notes included where needed?

SAMPLE 2

Knowledge Base Article: Troubleshooting File Upload Problems

Technical Writing / Help Documentation

Issue: A user cannot upload a file to a web-based platform or receives an error during upload.

Possible Causes

- The file exceeds the maximum upload size.
- The file type is not supported.
- The browser session has timed out or cached an old page version.
- A network interruption occurred during upload.
- The user lacks the correct permissions.

Resolution Steps

1. Confirm that the file size and format meet system requirements.
2. Refresh the browser and sign in again if the session appears expired.
3. Try a supported browser such as the current version of Chrome or Edge.
4. Rename the file to remove special characters if necessary.
5. Confirm that the user has the correct role or access level.
6. If the issue continues, capture the exact error message and provide it to support.

Escalation Rule: Escalate if multiple users experience the same issue, the platform rejects compliant files, or a system outage is suspected.

SAMPLE 3

Quick Start Guide: Creating a Gamma Presentation from a Written Outline

Technical Writing / Software Instructions

Objective: Help a new user turn a written outline into a clean presentation using Gamma.

1. Gather your outline and identify the core message, audience, and desired outcome.
2. Open Gamma and start a new presentation or paste your outline into the create prompt.
3. Choose a professional theme aligned with your audience and content type.
4. Review the generated slide structure and refine headings for clarity and impact.
5. Replace generic content with your own examples, project details, and calls to action.
6. Add links to supporting documents, portfolios, or video samples.
7. Export or share the final deck for review.

Best Practices

- Keep one clear idea per slide.
- Use short, meaningful headings.
- Avoid overcrowding slides with text.
- Add visuals only when they reinforce the message.

SAMPLE 4**User Guide: Getting Started with AI Documentation Tools**

Technical Writing / AI Workflow

Purpose: Provide a beginner-friendly guide for using AI tools to support professional documentation work.

Recommended Workflow

1. Define the audience and purpose of the document.
2. Gather reliable source material, including SME notes, transcripts, policies, screenshots, or prior documentation.
3. Use AI to create an outline, identify missing sections, and organize the information.
4. Draft in small sections and review each section for accuracy before expanding.
5. Edit manually for tone, clarity, sequence, and consistency.
6. Add examples, warnings, definitions, and screenshots where needed.
7. Perform a final quality review before publishing.

Professional Use Principle

AI can accelerate the first draft, but the technical writer remains responsible for accuracy, structure, readability, and final quality.

SAMPLE 5**AI Workflow Guide: From Prompt to Deliverable**

Technical Writing / AI-Assisted Content Development

Workflow Overview

1. Capture source material: notes, SME inputs, transcripts, screenshots, job postings, or project requirements.
2. Use AI to organize themes, identify structure, and generate an initial draft.
3. Apply professional editing to improve clarity, sequence, tone, and audience fit.
4. Convert the content into the needed deliverable: guide, SOP, lesson, slide deck, workbook, or website copy.
5. Validate with a checklist, source review, or SME review.
6. Publish, store, and version the finished asset.

Deliverable Options

- SOP
- User guide
- Training manual
- Lesson plan
- Gamma presentation
- Website page copy

- Workbook or worksheet
- Video script

SAMPLE 6**Before-and-After Technical Editing Sample**

Technical Editing / Plain Language

Before

The user should go into the system and look around until they find the file upload thing, and if it does not work they should try again or ask someone because sometimes the system does not work correctly and there could be a number of issues causing it.

After

Open the File Upload page, select the required file, and click Upload. If the upload fails, confirm that the file type and file size meet system requirements. If the problem continues, capture the error message and contact support.

Editing Improvements

- Changed vague wording into direct action steps.
- Removed unnecessary repetition.
- Added troubleshooting logic.
- Improved readability and user confidence.

SAMPLE 7**Course Outline: AI Productivity for Remote Professionals**

Instructional Design / Curriculum Design

Course Description: A practical five-lesson course that teaches remote professionals how to use AI tools to research, draft, organize, edit, and present work more efficiently.

Lessons

1. Understanding AI as a Work Support Tool
2. Turning Rough Notes into Structured Documentation
3. Converting Information into Training Materials
4. Building Presentations, Workbooks, and Portfolio Assets
5. Quality Review, Ethics, and Final Delivery

Learning Outcomes

- Explain the role of AI in content development.
- Use prompts to improve structure and clarity.
- Convert raw material into usable documentation and training content.
- Evaluate content for quality, accuracy, and audience fit.

SAMPLE 8**Lesson Plan: Turning Raw Notes into Training Content**

Instructional Design / Lesson Planning

Audience: Beginning documentation and training professionals. Duration: 45 minutes.

Objective

By the end of the lesson, learners will be able to turn a set of rough notes into a clean, structured training document.

Agenda

- Introduction and learning objectives - 5 minutes
- Demonstration: cleaning and organizing rough notes - 10 minutes
- Demonstration: converting notes into headings and procedures - 10 minutes
- Hands-on practice - 15 minutes
- Review and reflection - 5 minutes

Assessment: Learners submit a one-page training guide created from a supplied note set.

SAMPLE 9**Facilitator Guide: Remote Onboarding Session**

Instructional Design / Facilitator Support

Facilitator Notes

- Begin by setting expectations: this session helps new hires navigate core systems and support channels.
- Use screen share to show the platform, then pause after each major task so learners can follow independently.
- Encourage questions after each section rather than waiting until the end.
- Reinforce job aids and support links before closing the session.

Materials

- Slide deck
- Quick reference guide
- Practice worksheet
- Post-session checklist

Success Criteria: Learners can sign in, locate core resources, complete the first required task, and identify where to obtain help.

SAMPLE 10

Learner Workbook: AI Documentation Practice Workbook

Instructional Design / Workbook Design

Workbook Purpose: Help learners practice converting raw information into professional documentation using structured prompts, editing checklists, and revision exercises.

Practice Activity

1. Read the supplied rough notes.
2. Identify the intended audience.
3. Create three section headings.
4. Convert the rough notes into numbered action steps.
5. Add one warning, one tip, and one troubleshooting note.
6. Review the finished document using the quality checklist.

Reflection Questions

- What information was missing from the source material?
- What part of the procedure required the most clarification?
- How did the final document become easier for the user to follow?

SAMPLE 11

eLearning Storyboard: New Employee Systems Training

Instructional Design / Storyboard

Screen	On-Screen Text	Narration	Interaction
1	Welcome to the Remote Systems Training Module	In this lesson, you will learn how to access the tools you need for your first week.	Click Start
2	Step 1: Sign In Securely	Use your assigned credentials and follow the security prompt.	Learner selects correct login step
3	Step 2: Locate Core Resources	The dashboard contains documents, support links, and training resources.	Hotspot activity
4	Knowledge Check	Select the best next step when you cannot access a required system.	Multiple choice

SAMPLE 12**Assessment / Quiz Sample: Documentation Skills Check**

Instructional Design / Assessment Writing

Purpose: Measure whether learners can identify strong documentation practices.

Sample Questions

- Which sentence is clearer: “Submit the completed form” or “The form should probably be submitted when ready”? Correct answer: “Submit the completed form.”
- What should a writer do before publishing a procedure? Correct answer: Validate the steps against the actual process or an SME review.
- Why are numbered steps useful in procedures? Correct answer: They help users follow a sequence in the correct order.
- What is the purpose of a troubleshooting note? Correct answer: It helps users recover when something does not work as expected.

Feedback Example

Correct. Clear procedural writing uses direct verbs, consistent terminology, and a logical sequence of actions.

8. Website / ePortfolio Relaunch Plan

The current ePortfolio should be treated as proof of history and prior work. The new version should be a polished business-facing site under the Bradley Documentation & Learning brand.

Recommended Pages

- Home
- Technical Writing Portfolio
- Instructional Design Portfolio
- AI-Assisted Workflow
- Video Training Samples
- About Mark
- Resume Downloads
- Contact / Hire Me

Homepage Opening Copy

Homepage Message

I help organizations turn complex information into clear documentation, practical training, and remote-ready learning content.

Primary Calls to Action

- View Technical Writing Samples
- View Instructional Design Samples
- Download Resume
- Contact Mark

9. Contact / Hire Me

Availability

Available for remote contract, part-time, project-based, freelance, and consulting opportunities in technical writing, instructional design, documentation development, AI-assisted content, and training material creation.

Name	Mark R. Bradley
Email	markrbradley1@gmail.com
Location	Columbus, Ohio Remote
Portfolio	markrbradley1.wixsite.com/eportfolioexamples/portfolio-

examples

10. Closing Positioning Statement

My value is the ability to combine senior-level writing, training, and documentation experience with modern AI-assisted tools and remote-ready production methods. I can take complex, scattered, or unfinished information and turn it into clear documentation, practical training, professional presentation materials, and business-ready content.

Bradley Documentation & Learning
Clear Documentation. Practical Training. Remote-Ready Content.
Technical Writing • Instructional Design • AI-Assisted Content Development