MAX LAAK

Seattle, WA | 305-394-4663 | maximilianlaak@gmail.com | linkedin.com/in/maxlaak

Summary

Non-traditional student seeking an internship opportunity for career transition into technical communications. Foundational background in maritime trades with experience in technical documentation, web development and project collaboration.

Education

B.A. in English - Technical Communication, University of Central Florida   **2021 - Present**

Expected Graduation - August 2025

- Document and Project Management
- Digital Imaging and Video Fundamentals
- Document Design and Publication
- Concepts in Computer Science

Experience

First Officer (Maritime Crew), Motor Yacht Popeye   **October 2023 - Present**

- Created standard operating procedures, employee handbooks, and vessel emergency response plans
- Designed manuals for crew training, ensuring regulatory compliance with international maritime code
- Collaborated with engineering department, subject matter experts, and outside enterprises
- Documented mechanical, electrical, and plumbing projects with vessel management software

Marine Technician (Contract Full Time), Flagship Yacht Charters   **September 2022 - October 2023**

- Installed HVAC systems, engine room mechanical equipment, electrical components and plumbing systems
- Updated vessel documentation to reflect changes in mechanical, electrical, and plumbing schematics
- Authored detailed procedural manuals that standardized methods for complex fiberglass layups

Deckhand (Maritime Crew), Motor Yacht Albula   **January 2019 - January 2021**

- Responsible for completing and updating records of monthly safety checklists
- Utilized SOPs to operate complex machinery systems
- Served as crew appointed safety representative for meetings with captain and engineering head of departments

Skills

- Microsoft Office, Google Docs
- Adobe Suite
- Snagit
- Web Design, HTML, CSS
- Documentation SEO
- GitHub
- Content Management Systems
- WordPress, Wix
- Video Tutorials, Graphic Design