

# TIM GAMBLE

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## SUMMARY

Utah AEL-licensed Secondary English teacher completing a Master of Arts in Teaching, English Education (Secondary), with 18 years of experience as a Technical Writer in the semiconductor industry. I design authentic, real-world writing tasks that strengthen students' analytical thinking, clarity, and problem-solving skills. Grounded in learning theory and instructional design, I use a research-informed, student-centered approach to create inclusive classrooms focused on measurable growth and high academic expectations.

## Educational and Instructional Tools

Canvas | Google Classroom | Standards-based assessment | Rubric design | UDL | AI-supported instruction (ChatGPT, MagicSchool AI, Microsoft Copilot) | Google Workspace | Microsoft Office | Frontline | Teacher productivity tools

## CORE COMPETENCIES

Classroom Management & Behavioral Support | Lesson Design & Execution | Assessment & Feedback | Differentiated & Inclusive Instruction (UDL) | Student Engagement | Student-Centered Teaching | Grammar, Syntax & Writing Instruction | Technical Writing & Documentation | Research-Based Resource Development | Content Simplification & Usability | Digital Literacy & Instructional Technology | Blended & Online Pedagogy | Ethical Technology Use & Privacy Awareness | Cross-Functional Collaboration | Adaptability & Reflective Practice

## EXPERIENCE

WESTLAKE HIGH SCHOOL, Saratoga Springs, Utah

**Student Teacher**, March 2026 – June 2026

- Planned and delivered standards-aligned instruction for secondary English Language Arts courses under the supervision of a mentor teacher.
- Designed lesson plans incorporating modeling, guided practice, formative assessment, and gradual release of responsibility.
- Differentiated instruction to support diverse learners, including students with IEPs, 504 plans, and English Learners.
- Implemented classroom management strategies that promoted engagement, accountability, and a positive learning environment.
- Provided targeted feedback on student writing to strengthen analytical thinking, organization, and clarity.
- Integrated instructional technology, including Google Workspace and AI-supported tools, to enhance student learning and collaboration.
- Analyzed formative and summative assessment data to inform instructional adjustments and support student growth.

ESS, Lehi, Utah

**Substitute Teacher**, 2024-Present

- Delivered effective instruction across multiple subjects and grade levels while maintaining positive, well-managed classroom environments.
- Adapted quickly to varied curricula, instructional styles, and classroom expectations to ensure continuity of learning.
- Provided clear explanations of lesson objectives, assignments, and expectations, keeping students engaged and on task.
- Delivered direct instruction and instructional modeling in secondary classrooms.
- Supported student learning through individualized assistance and collaborative learning strategies.
- Managed classroom behavior proactively, resolving conflicts and reinforcing respectful, inclusive norms.
- Proctored assessments and supervised students during instructional and extracurricular activities, including field trips.
- Communicated effectively with classroom teachers, providing detailed feedback on student progress, behavior, and instructional outcomes.
- Demonstrated flexibility and professionalism in diverse classroom settings, from elementary through high school.

TEXAS INSTRUMENTS, Lehi, Utah

**Sr. Technical Writer, 2021-2024**

- Collaborated with subject matter experts (SMEs) to create and modify documentation used to maintain and repair semiconductor tools.
- Developed and improved internal communication materials, ensuring clarity and accessibility for technical documentation, thereby enhancing end-user understanding.
- Led cross-departmental efforts to align communication strategies with business objectives, providing regular updates to stakeholders to improve message clarity and stakeholder engagement.
- Implemented effective feedback loops with stakeholders, reducing communication-related inquiries from engineering teams.
- Identified documentation system and content-management issues/deficiencies, researched/analyzed root causes, and implemented solutions to ensure a better end-user experience.
- Designed and implemented a periodic document review (PDR) system and developed metrics to track PDR completion.
- Managed periodic document reviews and ensured areas adhered to company review policies.
- Used Spotfire to maintain department metrics.
- Supported areas in ISO and IATF certification preparation.
- Interviewed SMEs to ensure documentation was complete and accurate.
- Researched new documentation methods and made recommendations during department meetings.
- Trained new employees on their responsibilities in the documentation process.
- Mentored new writers and interns, providing feedback, editing, and one-on-one guidance to accelerate their contribution to documentation efforts. Received team recognition for best in the network.
- led a project to implement a new system for tracking changes and requests, conducting needs analysis, and collaborating with developers and stakeholders to customize and launch the solution.
- Created technical documentation formats that met standards and specifications for both technical and non-technical audiences.
- Reviewed and edited content for accuracy, consistency, and grammar, working with SMEs to address discrepancies and managing diverse audience needs.
- Executed strategic communication plans and managed content lifecycle from planning and creation through editing, publishing, and archiving.
- Conducted regular content audits to maintain relevance, accuracy, and alignment across manufacturing areas.

MICRON TECHNOLOGY, acquired by TEXAS INSTRUMENTS, Lehi, Utah

**Technical Writer III, 2019-2021**

- Collaborated with subject matter experts (SMEs) to create and modify documentation used to maintain and repair semiconductor tools.
- Managed periodic document reviews and ensured areas adhered to company review policies.
- Researched new documentation methods and made recommendations during department meetings.
- Contributed to cross-departmental documentation projects, collaborating with key stakeholders to provide technical writing support.
- Collaborated with stakeholders to write and edit sitewide communications for new programs, training, and policies.
- Participated in a steering team to identify and document remote tool access policies and decisions, resulting in documentation that ensured technicians could safely work on tools without worrying about individuals remotely restarting the tool during maintenance.
- Managed the content lifecycle from planning and creation through editing, publishing, and archiving.
- Led project to update all energy isolation procedures to corporate template, which drove consistency across all factory areas and ensured all OSHA-required information was included in safety documentation.
- Researched, gathered, edited, and published subject-specific knowledge from subject matter experts and developers and managed documentational projects.

IM FLASH TECHNOLOGIES, INC. acquired by MICRON TECHNOLOGY, Lehi, Utah  
**Technical Writer III, 2006-2019**

- Interviewed subject matter experts (SMEs) to create and modify documentation used to maintain and repair semiconductor tools.
- Managed periodic document reviews and ensured areas adhered to company review policies.
- Researched new documentation methods and made recommendations during department meetings.
- Wrote and edited sitewide communications for new program, training, and policies.
- Conducted usability testing and collected feedback to improve clarity, organization, and documentation effectiveness.
- Conducted monthly documentation meetings to identify area documentation projects.
- Conducted site tours for new hires and site visitors.
- Trained new writers to ensure they were able to contribute to the team faster.
- Transferred eight hundred documents across eight areas from FrameMaker to RoboHelp, which created more dynamic user experience for end users and allowed them to use tablets to view documentation while they were maintaining tools.

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## EDUCATION

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Western Governor's University, Murray, Utah  
**Master of Arts in Teaching, English Education (Secondary)**  
**Student Teaching Candidate | Coursework Completed**  
**Expected Graduation Date: 06/01/2026.**

BOISE STATE UNIVERSITY, Boise, Idaho  
**Bachelor of Arts, English, with emphasis on Technical Communications**

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## Certificate

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**Transformative Technology for Inclusive P–12 Classrooms**  
Western Governors University (WGU) | Issued November 2025

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## Teaching License

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- **Associate Educator License (AEL)** – Utah State Board of Education – Issued: March 10, 2025, Expires: June 30, 2028  
*License Area: Secondary Education*  
*Endorsement: English/Language Arts*
- **Professional Educator License (PEL)** – Upon successful completion of my student teaching and Master of Arts in Teaching, I will qualify for a Utah Professional Educator License (PEL), anticipated in June 2026.