

# Joseph Francois Brooks

Scott, LA | (914) 621-7525 | jfbrooks@brooksworks.org | Portfolio: brooksworks.org

Experienced in evaluating complex outputs against detailed quality standards, identifying edge cases and inconsistencies, producing structured written feedback, and improving documentation for end users and internal teams. Brings a B.A. in English with a Computer Science minor complemented by hands-on experience with Linux, Python, PowerShell, documentation development, and LLM evaluation.

## Work Experience

- **AI Trainer** | Mercor | 09-2025 – Present | Freelance
  - ◆ Evaluated image and video content against detailed quality and safety rubrics, applying consistent standards across complex review tasks.
  - ◆ Identified inconsistencies, pattern-level issues, and ambiguous edge cases; document findings clearly and escalate issues when requirements need clarification.
  - ◆ Provided actionable written feedback that helps refine evaluation guidelines, training data, and quality-review processes.
- **AI Trainer** | GlobalLogic | 07/2024 – 06/2025 | Contract
  - ◆ Evaluated Gemini large-language-model outputs for accuracy, relevance, quality, and alignment with detailed task requirements.
  - ◆ Created structured feedback and prompt templates for audio and video workflows, increasing relevant output while reducing redundant regenerations.
  - ◆ Developed practical documentation for employee use cases, reducing time spent re-reviewing meeting-annotation guidance by an average of 15%.
- **Writer/Editor** | Self-Employed | 02/2020 – 06/2024 | Freelance
  - ◆ Produced explanatory articles, creative fiction, and edited client content tailored to varying requirements and intended audiences.
  - ◆ Researched unfamiliar technical subjects, organized information into clear procedures, and translated specialized concepts for nontechnical users.
  - ◆ Wrote several articles ranging from end-user technical documentation to perspectives on emergent technologies.

## Volunteer Experience

- **Manager, Grants and Proposals** | Museum of Science Fiction | 02/2023-Present
  - ◆ Lead the development of grant proposals and research strategies for a science-fiction education nonprofit connecting STEM subjects with humanities education.
  - ◆ Used generative-AI tools responsibly to improve research, drafting, and proposal-development workflows.
  - ◆ Contributed to successful proposals representing 21% of the organization's projected 2023 budget and 34% of its projected 2024 budget.
- **Team-Building Workshop Assistant** | Lotus Unity Club | 06/2020-Present
  - ◆ Facilitated workshops focused on communication, resource delegation, proficiency identification, and collaboration among globally distributed participants.
  - ◆ Supported inclusive team communication and help participants identify effective approaches to shared goals.

## Education

- **University of Louisiana at Lafayette**
  - ◆ Bachelor of Arts, English | December 2022
  - ◆ Minor, Computer Science

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## Skills

### ➤ AI/LLM

- ◆ AI training, rubric creation, prompt engineering, logical reasoning, quality assurance

### ➤ Writing

- ◆ Technical and end-user documentation, structural editing, proofreading, proposal development, creative writing

### ➤ Tech

- ◆ Linux administration, system administration, Python, PowerShell, project management, video editing

### ➤ Tools

- ◆ Microsoft Office, Google Workspace, Salesforce, SQLite, Microsoft SQL Server, Photoshop/GIMP, WordPress, Social Engineer's Toolkit