**G ANITHA**

Secunderabad | +91 9884 933 594 | [Anitha.Guruva6@gmail.com](mailto:Anitha.Guruva6@gmail.com)

LinkedIN | Skype

**PROFILE SUMMARY**

* A driven and meticulous professional offering more than seven years of progressive experience in the Writing or Editing domain
* Effectively spearheaded with a critical focus on Content Creation
* Highly organized and innovative Technical Writer with solid knowledge in IT tools, Confluence tools, and Agile methodologies to produce high-quality technical documents
* Logical and methodical with a creative eye for detail and understanding of the technical documentation life cycle
* Creative and detail-oriented Illustrator with a strong background in XML, SGML, HTML, APIs, and DITA
* Strong history of comfortably interacting with the client, Subject Matter Experts, and Business Executives
* Energetic presenter and confident communicator with the ability to circulate information in a clear, efficient, and beneficial way
* Reliable and dedicated professional writer with a proven track record of meeting deadlines and exceeding expectations

**PROFESSIONAL SKILLS**

Writing Skills | Interest in Science and Technology | Ability to Work with Technical Writing Tools | Research and Exploration Skills | Proofreading Skills | Systematic | Teamwork | Good at Single-Sourcing | Critical Thinking | Web Design Basics

**TECHNICAL SKILLS**

|  |  |
| --- | --- |
| **Authoring Tools** | Adobe Frame Maker (Structured and Un-Structured), MS Word, Arbor text Editor (Epic Editor), Proplanner, and Madcap Flare |
| **Publishing Tools** | Ultra CSDB, FTP, SharePoint 2010 |
| **Illustrator Tools** | MS Visio, JT2GO, Auto cad |
| **Graphic Tools** | MS-Paint, SnagIt, Snipping Tool |
| **Presentation Tools** | Microsoft PowerPoint |
| **PDF Tools** | Adobe Reader, PDF Xchange |
| **Operating Systems** | Windows XP, Windows 7, Apple-iMac |
| **Version control Tools** | Tortoise SVN |
| **General Tools** | MS Office, MS Excel |

**CAREER SUMMARY**

**SEW Pvt.Ltd | Senior Technical Writer | July 2021 - Present**

Responsibilities

* Responsible for document creation with the application analyzation
* Develop Userguides and application Training Materials

**Altruista health care Pvt. Ltd | Technical Writer | Mar 2021 - July 2022**

Responsibilities

* Made PCC documentation and Guiding care app analyzation
* Reviewed and mentored junior employees and the Quality check the Patch release notes completion
* Responsible for developing Patch Release Notes, Userguides, and Product Capability Catalog (PCC)
* Analyzed the collected input and compared it with the Guiding app analyzation

**GGS Information Services Pvt. Ltd | Technical Writer | Nov 2018 - Mar 2021**

Responsibilities

* Analyzed the differences between ROPS and CAB models to incorporate correct information
* Monitor the detailing of the drawing study, modeling, and assembly
* Gathered information from BOM, drawings, 3D & 2D models, Spec sheets, technical sheets, and draft sight
* Worked with data structures and algorithms to get multiple customer areas and primary business issues
* Involved in programming and production environment
* Articulate to develop Service Manual, User Manual, Maintenance Manual, Training Manual, and Operator Manual for Case New Holland India Pvt. Ltd and Maruthi project
* Analyzed the collected input and compared them with JT
* Trained junior employees with various project work
* Build a strong relationship with product owners to ensure change and support services

**Actualize Pvt. Ltd | Technical Illustrator | Apr 2018 - Oct 2018**

Responsibilities

* Worked on drawing study, modeling, assembly, and detailing
* Responsible for information gathering from BOM, drawings, 3D & 2D models, and draft sight
* Involved in ProPlanner Activities, Terex Cranes, OKC- Manufacturing, USA
* Prepared presentations and cranes information updation for installation, removal, assembly, and disassembly sequence
* Used Pro-planner to ensure documentation and assembly line setup, tooling design, weldment fixturing, and equipment design
* Conducted Boom Fixture- Detailing Work for Sub Assembly Components

**Lionbridge Technologies Pvt. Ltd. India | Technical Author | May 2015 - Apr 2017**

Responsibilities

* Created and updated different Manuals, including- Maintenance Manual, Engine Manual, Repair Manual, and Illustrated Part Catalog
* Reviewed documents before delivery to maintain quality
* Responsible for quality validation and document verification
* Worked on XML and DITA-based authoring
* Proficient knowledge of Simplified Technical English (STE) to abide by the specific guides
* Worked with Subject Matter Experts (SMEs) to get the product technicality
* Created technical manuals with ATA 100, iSpec2200, Simplified Technical English (ASD STE-100) and S1000D
* Managed Documentation Development Life Cycle (DDLC) and Software development life cycle (SDLC)
* Incorporated repaired schemes, TVs, and BRG repair documents into repair manuals and SBs, and RMR into all technical manuals
* Managed Data Conversion and Data Clean- up Project
* Mentored junior employees on various projects

**CAMP SYSTEMS India | Data Analyst | July 2013 to July 2014**

Responsibilities

* Prepared an aircraft customer to submit maintenance record and attached database PDF for customer reference
* Involved in data updation to come up with the latest information
* Oversaw customer report generation to get both aircraft maintenance and database information

**ACHIEVEMENTS**

* Received Spot Award for quick learning skills and client interaction in Lionbridge in 2016
* Received Star of the Month Award for working on different projects with Quality in 2019

**EDUCATION**

* **Aircraft Maintenance Engineering in Avionics Stream** from Andhra Pradesh Aviation Academy, Ferozguda, Hyderabad

**TRAINING**

* Aerospace technical publications standards, tools, and working process
* Familiarization with international aerospace standards:
* Process familiarization for manuals creation/ revision