**CURRICULUM VITAE**

**SOWMYA K.M** MOBILE: 9900021041

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# Summary

* Senior technical writer over 6+ years of experience in technical writing and editing technical documents, including user guides, white papers, technical/product brief, errata, data sheet, application notes, getting started guides, installation guides, information sheet and reference manuals. Works directly with development and test teams to gather source material and review documents.
* Currently working as technical writer with **Microchip Technology Inc**., Bangalore.
* I previously worked as **Technical Writer** with **Sasken Communication Technologies [www.sasken.com]** at Bangalore, India.
* I have **2** years of experience in **Technical Document Development [Web and Print]**.
* Quick learner who strives to increase his knowledge and enjoys learning new software/hardware products and development tools. Excellent research, problem-solving, and written and interpersonal communication skills. Enjoy working in a team environment or as an individual contributor.
* Well experienced in writing facilitator guides, User guides, participant guide, and storyboards for e-learning.

**Educational Qualifications**

### Master of Science

Master of Science in Biotechnology in 2005 with 65%, From Bangalore University.

### Bachelor of Science

Bachelor of Science in Chemistry in 2002 with 64%, From Bangalore University.

**Additional Qualifications**

* 6-months computer course from e-ACCP
* English typing
* Technical writing course from Technopoint

**Projects done in Technical Writing**

* HTML documentation and CSS
* Advanced Word documentation
* User guide for water purifier
* Frame Maker assignment
* Robohelp assignment
* Data Sheet
* Application Notes
* Errata
* White Paper
* User’s Guide
* Information Sheet
* Product Brief

**Technical Skills**

* HTML
* XML
* Frame maker 8.0, 9.0, 10.0 and 11.0 (structured and unstructured)
* Robohelp
* Epic editor
* Adobe Photoshop
* Cascading style sheet
* Advanced MS Word
* Power point
* MS Word
* Visio
* Adobe Illustrator
* Lotus Notes
* Documentum
* Snag It
* SharePoint

**Work History**

1. I am currently working as Technical writer with Microchip Technology, Bangalore, from March 2013 (9 months).
2. I have previously worked as **Technical Writer** with **Microchip technology Inc.**, Bangalore, from **March 2010 to February 2012 (2 years).**

* **Designation:** Technical Writer and Editor.
* **Project Experienced:** writing data sheet, user guides, application note, white papers, product briefs, information sheet.
* **Tools Used:** Frame Maker, snag It, Illustrator, MS Visio, MS Office, lotus notes.
* **Projects handled:** I have worked on 45 documents from March 2010 to February 2012 **for radio frequency/wireless product** division. This includes 8 revision documents rest of the documents were written from scratch. I had worked for the Radio frequency product division (RFPD) currently known as wireless product division WPD.
* From March 2013 to till date I have worked on 16 documents for **Microcontroller MCU16** division.

1. Previously worked as **Technical Writer** with **Sasken Communication Technologies**, Bangalore, from **February 2008 to March 2010 (2 years 1 month).**

* **Designation:** Technical Writer.
* **Project Experienced:** Writing manual, Installation guides, user guides, Updating CR’s, Production specialist.
* **Tools Used:** Frame Maker (structured and unstructured), Arbor text Epic editor (DITA), Clarify, MS Office etc.
* **Projects handled:**   
    
   a. **Change requests (CR’s)** – Pre production and Post production, feature

updates, CR publishing to the Nortel Portal.

b. **Component Management Platform (CMP – Nortel Product)** – CMP is  
 the platform on which different solution like W-NMS, IMS and CNM are   
 built. Moving the modules from NonMTBI to MTBI, creating procedural,  
 conceptual and reference modules, adding/writing content to the modules   
 as per the requirement, rephrasing and editing the content, cloning and   
 transform.

c. **Production specialist**: Quality analysis of the NTP’s (Nortel technical  
 publications) – Post production, CR production – Pre publications.

3. Worked as **Content Editor/Instructional designer** with **Metalearn**

**Services private** **limited**, Bangalore, from **April 2007** to **December 2007**

**(9 months)**.

* **Designation:** Content Editor/Instructional designer.
* **Project Experienced:** Editing/Instructional designing – Storyboarding, facilitators guides, participants guide, WBT etc.
* **Tools Used:** Photoshop, Ms Office, captivates etc.
* **Projects handled:** Airtel - airtel easy mail SB, blackberry WBT, Fidelity – Mutual funds WBT, GFAS, Cashmatch simulations, Airtel – participants and facilitator guide.

4. Worked as **Technical editor** with **Macmillan India limited**, Bangalore, from

**January 2006** to **April 2007 (1 year 4 months)**.

* + - * **Designation**: Technical Editor.
      * **Project Experienced**: Technical editing/Designing (Print and Web).
      * **Tools Used**: Acrobat 6.0 & 7.0 (Writer), MS Office, 3B2.

Additional details available upon request.

**Personal details:**

**Father’s name :** C. Marimadaiah

**Date of Birth :** 26th December 1980

**Sex :** Female

**Nationality :** Indian

**Marital status :** Married

**Linguistic Capabilities :** English, Kannada, Hindi