



## Anca Letitia Provian

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### WORK EXPERIENCE

20/12/2021 – CURRENT – Bucharest

**TECHNICAL WRITER MANAGER – VERIFONE INC.**

11/2019 – CURRENT – Bucharest, Romania

**SENIOR TECHNICAL WRITER – MICROCHIP TECHNOLOGY INC.**

- **Prioritize between major projects (Data Sheets) and smaller projects** (Application Notes, Tech Briefs, User's Guides, Errata Documents) developed with the local Romanian team and foreign teams from Germany, USA, Norway, and India
- **Bring improvement to operations** and facilitate technical documentation creation by developing modular and reusable content for AVR and PIC microcontrollers using the following tools: **SDL Publication Manager and Oxygen XML**
- **Meet goals and commitments, think in a proactive and problem-solving manner** when encountering problems with publishing tools; e.g., ensure the documentation due date is respected, troubleshoot Oxygen errors. etc.
- **Collaborate with teams across cultures:** Communicate & attend meetings with responsible engineers, peer tech writers, local engineers & foreign teams on projects to ensure technical accuracy of documents and customer satisfaction
- **Gained knowledge of Agile Scrum methodology**, which allowed me to process a large quantity of documentation and maintain project tracking and transparency
- **Create technical presentations** for teams in the Romania & USA (Chandler) sites: e.g., "Conditions and Variables Usage in SDL Publication Manager", "How to Edit Readme.md Files in BitBucket", "Business and technical writing essentials"
- **Obtained Project Management (Passage 0: Individual Contributors) certification within Microchip**, acquiring knowledge of interpersonal development skills, team formation, and goal establishment, responsibility and conflict management, and better communication and collaboration skills
- **Mentored and coached new hires:** I have successfully made presentations for new technical writer colleagues - explained the information in an understandable way, made PowerPoint presentations on SDL introduction, use of Oxygen, and Adobe FrameMaker

**Business or Sector** Professional, scientific and technical activities | **Department** MCU8 Apps |

**Website** [www.microchip.com](http://www.microchip.com)

<https://ww1.microchip.com/downloads/en/DeviceDoc/PIC18F27-47-57Q43-Data-Sheet-40002147F.pdf>

<https://ww1.microchip.com/downloads/en/AppNotes/Capacitive-Touch-Sensor-Design-Guide-DS00002934-B.pdf>

<https://ww1.microchip.com/downloads/en/DeviceDoc/QTouch-Modular-Library-PTC-UG-DS40001986E.pdf>

<https://ww1.microchip.com/downloads/en/DeviceDoc/PIC16F181xx-Family-Programming-Specification-DS40002276A.pdf>

<https://ww1.microchip.com/downloads/en/AppNotes/TB3217-Getting-Started-with-TCA-DS90003217.pdf>

<https://ww1.microchip.com/downloads/en/DeviceDoc/40002073A.pdf>

- **Create, edit, process, and review technical documentation** using the following tools: SDL Publication Manager, Oxygen XML Authoring, Adobe FrameMaker, Adobe Acrobat Pro DC
- **Collaborate with application engineers to develop a wide range of technical documentation** that is both detailed and comprehensible for end-users: Data Sheets, User Guides, Getting Started Guides, Application Notes, Product Briefs, Programming Specifications, Migration Guides, Release Notes, Errata Documents, Tutorials, Software Support Documents, etc.
- **Guarantee grammar correctness, proper formatting, and readability** in documentation
- **Ensure editorial updates and standards** so that the documentation is compliant with the Microchip Technical Documentation Process Flow and the specific QRJR
- **Find logic flaws in documentation/processes and report bugs** to engineers so that the respective non-conformities are not released to production
- **Deliver documentation in due time**, respecting the internal review cycles in the TPT (Technical Publication Tracking) system
- **Edit, draw, and review images, figures, and graphics** using the following tools: InkScape, Microsoft Visio, Adobe Illustrator
- **Translate specifications and requirements in an approachable and clear language** for customers and users
- **Use Atlassian suite system management tools** to keep track of project status and progression, organizing and prioritized workload using JIRA and Confluence

**Business or Sector** Information and communication | **Department** Product Management

- Created translations, web and video content, and monitored press for one of the biggest press agencies and mass-media content providers in Romania
- Wrote articles, performed interviews, created and edited videos, uploaded news, editorial materials, interviews, and video content on mediafax.ro
- Kept the audience up to date on cultural topics and events: contemporary dance, movie projections, social events, etc.
- Demonstrated versatility, adaptability, good understanding of reader/client mindset, and great knowledge of delivering quality content under stress, presenting information in a relevant way, and increasing reader engagement
- Increased website visualizations for the press agency's website by writing relevant articles on various subjects (science, politics, society, culture)
- Learned basic HTML skills by using the DMS platform behind the mediafax.ro website
- Used relevant tags and basic Search Engine Optimization (SEO) to index articles and news on Google

**Business or Sector** Information and communication | **Website** [www.mediafax.ro](http://www.mediafax.ro)

- Wrote articles, monitored and created summaries of political TV shows and interviews
- Edited news content for the online news platform
- Maintained WordPress content, by uploading videos and making sure the WordPress platform for the site worked properly
- Wrote original articles and editorials on different contemporary social and political themes
- Interviewed Romanian politicians and artists to write articles on various subjects and presented the content in an attractive manner to increase the number of unique readers on the website

**Business or Sector** Information and communication | **Website** [www.psnews.ro](http://www.psnews.ro)

[www.psnews.ro/author/letitia-provian/](http://www.psnews.ro/author/letitia-provian/)

## EDUCATION AND TRAINING

2011 – 2014

**MASTER OF ARTS (MA), CULTURAL STUDIES/THEORY OF LITERATURE AND COMPARATIVE LITERATURE** – University of Bucharest, Faculty of Letters

**Field of study** Arts and humanities |

**Thesis** "The American Dream as Family Drama-Case Study: The Novels of William Faulkner"

2006 – 2010

**BACHELOR OF ARTS (BA), PHILOLOGY - WORLD LITERATURE AND ENGLISH LANGUAGE AND LITERATURE** – University of Bucharest, Faculty of Letters, Faculty of Foreign Languages

As a graduate of World Literature section from University of Bucharest, I have participated at communication sessions on literary and theoretical subjects, as literature and arts are several areas of interest for me.

**Field of study** Arts and humanities | **Thesis** "The Poetry of Provençal Troubadours"

2003 – 2007

**BACCALAUREATE DEGREE/CERTIFICATE OF MUSIC SKILLS (FLUTE)** – "George Enescu" National Music College

As a graduate of "George Enescu" Music College, I have gained not only artistic skills such as music competencies (playing the flute and the piano), but also analytical skills, studying harmony and music theory.

**Website** <https://colegiulnationaldemuzicageorgeenescu.ro/> | **Field of study** Arts and humanities

## LANGUAGE SKILLS

Mother tongue(s): **ROMANIAN**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
<b>ENGLISH</b>	C2	C2	C2	C2	C2
<b>FRENCH</b>	B2	B2	B2	B2	B2
<b>GERMAN</b>	A2	A2	A2	A2	A2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

## ● **DIGITAL SKILLS**

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### **My Digital Skills**

#### **Adobe Suite Skills**

Adobe Acrobat Pro DC | Adobe FrameMaker | Adobe Illustrator

#### **XML Authoring Tools**

SDL Tridion | Oxygen XML | XML | DITA XML

#### **Programming Skills**

Git, Github, Bitbucket | CSS + HTML | Basic JavaScript | Basic C | Embedded systems (basics) | Command Line Interface | C# | Web-development front-end (Bootstrap, HTML)

#### **Project Management Skills**

JIRAConfluence | Project Development & Project Management | Organizational and planning skills | Agile methodology: Scrum | Microsoft SharePoint | Atlassian Tools | Outlook | Zoom | Decision-making | Reliability

#### **Technical Editing Skills**

InkScape | Technical writing | Great Proofreading Skills | Microsoft Office Suite | Written and Verbal skills | Microsoft Office | Microsoft Excel | Microsoft Powerpoint | Good listener and communicator | Team-work oriented | Analytical skills

## ● **COMMUNICATION AND INTERPERSONAL SKILLS**

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### **Concision, confidence, creative thinking, logical thinking, cooperation, and collaboration**

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- Ability to work efficiently and concentrate to release deliverables (documentation/articles) under stress or pressure
- Ability to learn new things quickly, flexibility, and teamwork; e.g., I was able to learn quickly how to work with DITA XML and Oxygen XML, and help engineers release documentation processed in SDL
- Good communication skills gained through my experience as a journalist and reporter; ability to adapt to different communication styles
- Analytical skills, proficiency in understanding all types of texts and writing texts in different styles from my experience as a journalist and technical writer/editor

## ● **CREATIVE WORKS**

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### **Creative Writing and Poetry Workshops**

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- I have attended several poetry classes - Mornin' Poets workshops organized by Revista de Povestiri: February 2019-ongoing
- Performed at a public poetry reading event at BEAT Bar: December 2019 (<https://revdepov.ro/2019/12/10/botezul-mornin-poets/>)
- Creative Writing workshop with poets Florin Iaru and Marius Chivu (October 2012-December 2012) <https://www.revistadepovestiri.ro/hidalgo/> <https://www.revistadepovestiri.ro/poem-pentru-bunica/> <https://www.revistadepovestiri.ro/hiperestezie/>

## ● PUBLICATIONS

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**"Literatura și artele. Explorări comparatiste", Ed. Universității din București**

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<https://editura-unibuc.ro/produs/literatura-si-arte-explorari-comparatiste/> - 2018

**"Creatori si mituri personale", ("Mituri urbane" chapter), Ed. Universității din București**

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<https://editura-unibuc.ro/produs/creatori-si-mituri-personale/> - 2012

**"Afinități Imagine-Text 2" ("Rostirea sacră și zâmbetul arhaic al lui Pindar" chapter), Ed. Universității din București**

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<https://editura-unibuc.ro/produs/afinitati-imagine-text-ii/> - 2011

**"Doppelgänger: Mornin' Poets Anthology (The first four seasons, 2018-2020)", Ed. Fractalia**

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<https://fractalia.ro/shop/colectii-fractalia/literatura-romana-contemporana/andrei-zbirnea-doppelganger-antologia-mornin-poets-primele-patru-sezoane-2018-2020/> - 2021

## ● COURSES

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**Programming Essentials - From HTML/CSS to JavaScript, C# and MSSQL**

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- Attended an extensive Programming course during October 2019-July 2020 <https://invatamprogramare.ro/> focused on several modules: Programming Essentials, HTML/CSS, OOP (MSSQL and C# basics).
- HTML/CSS introduction: Learned how to use Bootstrap, how to create a login form
- Use of GitHub platform, Visual Studio and Visual Studio Code
- MSSQL basics

<https://invatamprogramare.ro/>