



Balaji Kothandaraman

Featured

Principal Technical Writer seeking roles in Technical Writing, Technical Documentation, Content Management, Web Content Writing, Creative Writing, Content Editing, Language Editing, Technical Editing, Webworks, Framemaker, Epic Editor, Confluence, REST API

Current Designation: Principal Technical Writer

Total Experience: 11 Year(s) 0 Month(s)

Current Company: Oracle

Notice Period: 15 Days or less

Current Location: Chennai

Highest Degree: MBA/PGDM [Marketing]

Pref. Location: Chennai

Functional Area: IT Software - Application Programming / Maintenance

Role: Technical Writer

Industry: IT-Software/Software Services

Marital Status: Married

Key Skills: Principal Technical Writer, Technical Writing, Technical Documentation, Content Management, Web Content Writing, Creative Writing, Content Editing, Language Editing, Technical Editing, Webworks, Framemaker, Arbor Text Epic Editor, Confluence, JIRA, SVN

Verified : Phone Number | Email - id

Last Active: 19-Jan-21

Last Modified: 19-Jan-21

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Summary

Principal Technical Writer with ten plus years of work experience in developing content in the Information Technology sector. Skilled in Technical Documentation and Content Writing. Laid off recently due to as part of organization restructure with the entire team.

Work Experience

■ Oracle as Principal Technical Writer Sep 2015 to Till Date

Tools used for documentation:

Arbor Text Epic Editor, Frame Maker, Web Works, Confluence, JIRA, SVN and OCE (Oracle Content and Experience)

Create and update the end-user documents based on the multiple software enhancements for the monthly release.

Interact with the Product Management team to have a clear insight on various projects.

Update the Siebel Bookshelf library and publish the guides in the portal for the monthly release.

Track the project progress every week and synchronize with the team in San Francisco (SFO) to provide updates every week.

CipherCloud:

Tools used for documentation:

Frame Maker, RoboHelp, MS office Suite and JIRA

Prepare the Installation guide, Upgrade guide, User guide and Release Notes for the various Applications Releases.

Coordinate with the development team and Quality Engineers to prepare the Install and Upgrade documents, User Guide and Release Notes for the Applications releases.

Interact with the Product Management team and Program Management Office (PMO) to have a clear insight on various projects.

Create or update the end-user documents based on the multiple software enhancements for various releases.

■ CipherCloud as Senior Technical Writer Jun 2010 to Jul 2015

Tools used for documentation:

Frame Maker, RoboHelp, MS office Suite and JIRA

Prepare the Installation guide, Upgrade guide, User guide and Release Notes for the various Applications Releases.

Coordinate with the development team and Quality Engineers to prepare the Install and Upgrade documents, User Guide and Release Notes for the Applications releases.

Interact with the Product Management team and Program Management Office (PMO) to have a clear insight on various



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projects.
Create or update the end-user documents based on the multiple software enhancements for various releases.

📌 **Collabnet Software** as Senior Technical Writer
May 2010 to May 2014

Tools used for documentation:
Oxygen XML Author, RoboHelp, MS Office Suite and SVN.

Create new help topics or modify the existing topics based on multiple software enhancements for various releases.
Focus on the documentation deliverables by working closely with the product management team and other cross-functional teams.
Mentor and manage the team members on the set of processes and authoring tools.
Touch-base with the documentation team in Brisbane for the documentation deliverables.

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Education

UG: **B.Com (Commerce)** from **Madras University** in **1999**

PG: **MBA/PGDM (Marketing)** from **Symbiosis Institute of Management Studies (SIMS)** in **2001**

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IT Skills

Skill Name	Version	Last Used	Experience
Oxygen XML Author			
ROBOHELP			
MS Office Suite			
SVN			
FRAME MAKER			
Web works			
Arbor text epic editor			
Confluence, Jira			

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Languages Known

Language	Proficiency	Read	Write	Speak
English				
Hindi				
Tamil				

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Affirmative Action

Physically Challenged: No

Work Authorization

Job Type: Permanent

Employment Status: Full time

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