

RUSHIKESH MISHRA *Technical Writer*

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PROFESSIONAL SUMMARY

Technical Writer with over 3.5 years of experience in developing high-quality user manuals, installation guides, quick start guides, and release notes for diverse audiences. Skilled in translating complex technical concepts into clear, concise, and user-friendly documentation aligned with MSTP standards. Proficient in Confluence, MadCap Flare, and MS Word, with additional experience in tools like Adobe RoboHelp, Jira, and SharePoint. Adept at collaborating with SMEs, engineers, and cross-functional teams to gather accurate information and ensure documentation meets both technical and usability requirements. Known for maintaining consistency, adhering to style guides, and delivering documentation on time in Agile-Scrum environments.

PROFESSIONAL EXPERIENCE

Ortec Group, *Technical Writer*

03/2022 – Present
Bangalore, India

- Authored and maintained comprehensive user manuals, installation guides, quick start guides, and release notes using MS Word, Adobe RoboHelp, and MadCap Flare, ensuring clarity, accuracy, and adherence to MSTP and organizational style guides.
- Collaborated closely with SMEs, engineers, and QA teams to gather technical details, resulting in 100% accurate documentation aligned with product functionality and customer requirements.
- Coordinated with Agile development teams to deliver updated documentation alongside every sprint release, ensuring timely availability for end-users.
- Managed documentation repositories in Confluence and GitHub, ensuring version control and easy accessibility for stakeholders.
- Integrated visuals, diagrams, and workflows using SnagIt, Draw.io, and Microsoft Visio to enhance comprehension and reduce support queries.
- Participated in usability testing to validate documentation effectiveness and incorporated feedback to improve user experience.
- Ensured compliance with accessibility standards and localization requirements for global product releases.

Information Developers Foundation, *Technical Writer*

12/2021 – 02/2022
Bangalore, India

- Produced sample user manuals and quick reference guides as part of certification training.
- Applied technical writing best practices and participated in peer reviews to refine content.

EDUCATION

Bachelor of science, *Singhania university*

12/2022

CGPA: 8.67

SKILLS

Documentation Tools — — Confluence | MS Word | Adobe RoboHelp | MadCap Flare

Diagramming & Graphics — — Draw.io | Microsoft Visio | SnagIt

Methodologies — — SDLC | DDLC | Agile-Scrum | DITA | Structured Authoring

Content Management Systems (CMS) & Version Control: — SharePoint | GitHub

Additional Tools & Languages: — Jira, Markdown (Markup Language)