

SATHIYA G

Technical Writer

An IT professional with 6+ years of experience in academic & Technical writing, SEO, and digital marketing. To secure a position in the field of technical communication where I can maximize my technical skills, quality assurance, program development, and training experience.



gsathyaguna@gmail.com ✉

9080275554 📞

Bangalore, India 📍

linkedin.com/in/sathya-guna-5748191bb in

WORK EXPERIENCE

Academic Writer Venper Academy

08/2019 - 11/2020

Chennai

NEET/JEE Coaching Institute

Roles and Responsibilities

- Involved in the creation and revision of quality academic content for competitive exams aspirants (JEE, NEET, JAM). Composed creative and innovative academic content for organizational websites.
- Carried out extensive online research and reference several books of leading authors to develop the latest academic content including test papers & assignments.
- Implemented and developed the given projects with the use of MSTP, DDLC and Agile scrum methodology.
- Assisted and managed the marketing team, allocated data for the team member, and get follow-ups with them, maintained updated tracker sheets, targets, and other reports.

Academic Content Writer

Sree Sastha Institute of Engineering and Technology

07/2018 - 07/2019

Chennai

Group of educational institution

Roles and Responsibilities

- Created content for the website with the use of SEO practices to generate traffic for the site.
- Produced various content for email, social media posts, blogs. Storyboard, Creative Posts on Facebook/ LinkedIn.
- Handled and Coordinated for the NACC work.

Administrative Coordinator

Sri Venkateswara College of Engineering and Technology

03/2016 - 07/2018

Chennai

Engineering college

Roles and Responsibilities

- Web portal maintenance for DOTE work. Students and, Staff data managed using a database management system.
- Monitor inventory of office supplies and the purchasing of new materials with attention to budgetary constraints.
- Created Content for the website.

Search Engine Optimization Analyst The Spider India

12/2010 - 04/2012

Chennai

website and mobile application development

Roles and Responsibilities

- Performed keyword research in coordination with client business objectives to optimize existing content and uncover new opportunities.
- Keep pace with SEO, search engine, social media, and internet marketing, and industry trends and developments.
- Experience with Website analysis using a variety of analytics tools including Google Analytics as well as internal reporting tool.

SKILLS

Technical writing

Academic writing

JIRA

SEO

DDLC

SDLC

Agile

SQL

PLSQL

Ms Office

Adope Framemaker

SnagIt

XML

HTML

Digital marketing

EDUCATION

MCA-Indira Institute Of Computer Application (2007 - /2010)

Percentage- Distinction with 76.2%

BSc(Computer Science)-STET Women's College (2004 - /2010)

Percentage - First class with 65.7%

HSC- State Board Tamilnadu (2003 - 2004)

Percentage- 58.8%

SSLC- State Board Tamilnadu (2001 - 2002)

Percentage- 77.4%

CERTIFICATES

Technical Communication Mentoring Program (09/2020 - 12/2020)

ASTEP

Scrum Foundation Professional Certificate (12/2020)

Ceritiprof Professional Knowledge

SQL/PLSQL Certification Course (03/2018 - 06/2018)

Greens Technology, Chennai.

LANGUAGES

English

Full Professional Proficiency

Tamil

Full Professional Proficiency