

# Resume

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Name: P.S. Sudha

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## Professional Summary

- Experienced **Healthcare Documentation Editor** with **9 years** of expertise in **medical documentation, quality assurance, and content development**.
- Adept at **creating clear, accurate, and compliant documentation**, including **medical reports, standard operating procedures (SOPs), user guides, and process manuals**.
- Proficient in **technical writing principles ensuring clarity, consistency, and compliance** in healthcare documentation.
- Knowledgeable in **Jira, Markdown, MadCap Flare, DITA, Confluence, Camtasia, Microsoft Word, EHR systems, and regulatory documentation (HIPAA compliance)**.
- Passionate about **developing clear, user-friendly documentation** for healthcare and technology domains.

## Work Experience

**Senior Medical Transcriptionist & Documentation Specialist** - *Aquity Solutions*

**February 9, 2016 - April 6, 2025**

- Transcribed and **edited complex medical reports, discharge summaries, and physician notes** with **99%+ accuracy**.
- Assisted in **process documentation and structured formatting** to improve **readability and usability**.

## Technical Writing Skills

- **Documentation Tools:** Jira, Microsoft Word, MadCap Flare, XML in DITA, Confluence, Camtasia
- **Version Control & Collaboration:** Git, GitHub, Markdown
- **Technical Writing Deliverables:** User Manuals, SOPs, How-To Guides, Release Notes, Process Documentation
- **Editing & Formatting:** Proofreading, Style Guides, Formatting for Clarity
- **Medical Documentation Expertise:** EHR Systems, HIPAA Compliance, Medical Terminology

## Education

**Bachelor of Science (B.Sc.) in Biotechnology** - *PSG College of Arts and Science* | 2013 - 2015

## Certifications & Training

- **Certified Medical Transcriptionist** - *Aquity Solutions*
- **HIPAA Compliance Training** - *Aquity Solutions*
- **EHR & Healthcare Documentation Training** - *Aquity Solutions*
- **Technical Writing for Beginners** - TechWriters Tribe

## Personal Profile

- **Date of Birth:** 11/16/1995
- **Marital Status:** Married
- **Languages Known:** Tamil, English