

Resume

Name: P.S. Sudha

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Portfolio: <https://drive.google.com/drive/folders/17NhF0SkymqmnS-0mMk96tbg0hzOjFISq>

Professional Summary

Content Writing Intern

JP Medicals Recruitment | April 2025 – Present

- Create SEO-optimized blog articles, landing pages, and job descriptions focused on UK healthcare roles.
- Conduct keyword research and apply best practices in on-page SEO.
- Write content for social media and internal recruitment campaigns.
- Collaborate with marketing and recruitment teams to align content with branding and business goals.

Technical Writer

Aquity Solutions | March 2023 – March 2025

- Developed user guides, SOPs, and process documentation using MS Word and Google Docs.
- Worked with SMEs and QA teams to gather and verify technical content.
- Edited and proofread documents for grammar, clarity, and formatting.
- Maintained version control and incorporated feedback via Google Docs and internal review workflows.

Senior Healthcare Documentation Editor Aquity Solutions | February 2016 – February 2024

- Edited and transcribed complex medical documents with over 99% accuracy.
- Participated in process improvement by standardizing templates and document structure.
- Ensured compliance with HIPAA and EHR standards.

Technical & Content 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

Core Skills

- Primary Tools: Microsoft Word, Google Docs
- Knowledgeable In: MadCap Flare, Jira, Confluence, DITA/XML, Camtasia, Markdown
- Documentation Types: SOPs, User Guides, How-To Documents, Internal Manuals, EHR Workflows
- Content Development: Proofreading, Formatting, Style Guide Compliance, Version Management
- Domain Expertise: Medical Terminology, HIPAA Compliance, EHR Documentation, QA Review

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*
- **Certified Technical Writer:** TechWriters Tribe

Personal Profile

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