

Resume

Name: P.S. Sudha

Email: sudhaleonov16@gmail.com

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** and **ensuring clarity, consistency, and compliance** in healthcare documentation.
- Knowledgeable in **Markdown, Jira, 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:** Microsoft Word, Jira, 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