**Lakshman Sudharsanam**

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9945912896

**Summary**

8.5 years of experience as a Copy Editor and 2 years of experience as a Documentation Administrator

**Work History**

**Documentation Administrator**; **Stats Perform; Bengaluru, KA; May 2022 – Present**

* Maintaining a registry to keep an overview of the ownership, status and location of all documentation
* Versioning, formatting, branding, archiving, and publishing documentation
* Inserting cross-references, figure captions, and table captions
* Checking hyperlinks and updating email addresses
* Removing obsolete terms from the text
* Ensuring that the metadata of the documentation is up to date
* Contributing to the creation and maintenance of stakeholder training material

**Copy Editor; Thomson Reuters (via Ascent Staffing Solutions Pvt. Ltd); Bengaluru, KA; Dec 2020 – Apr 2022**

**Copy Editor; Thomson Reuters (via Spigot Software Pvt. Ltd); Bengaluru, KA; Mar 2019 – Dec 2020**

* Edited website content for grammar, style, and accuracy
* Reviewed content for typos and incorrect punctuation
* Ensured the text adhered to the AP style guide
* Ensured critical information in the text was accurate

**Copy Editor; ANSR Source Pvt. Ltd.; Bengaluru, KA; Nov 2013 – Feb 2019**

* Edited documents for grammar, punctuation, spelling, and consistency
* Fact-checked documents for accuracy
* Ensured all documents followed correct grammar and style guidelines
* Collaborated with authors to clarify information
* Provided suggestions and feedback to writers to improve their quality of writing

**Key Skills**

* Detail-oriented
* Strong command of grammar
* Strong reviewing and editing skills
* Ability to deliver quality content for readers
* Ability to work well under pressure and meet deadlines

**Education**

Atria Institute of Technology, Bengaluru, KA

Bachelor’s Degree in Telecommunications Engineering, 2011

**Certification**

Completed Technical Writing Course at Triumph India Software Services Pvt. Ltd, Bengaluru, KA