*Sikha Baruah*

Technical Writer

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E mail address: sikhabarua77@gmail.com

Location: Bengaluru, Karnataka 560034

**PROFESSIONAL SUMMARY**

* Quality-driven Technical Writer proficient in researching, writing, and publishing diverse technical documents
* 3.5 years of rich experience in planning, defining, developing, and delivering technical documentation
* Ability to translate highly technical information into easily understandable information for customers
* Performed all job responsibilities in the Documentation Development Life Cycle (DDLC)
* Worked with minimal input to produce clear, concise, and error-free work
* Hands-on experience with help authoring tools

**Documentation Experience**

User manuals, installation guides, FAQs, troubleshooting guides, UX content, training documents, topic-based authoring, single sourcing, website content (HTML5).

**TECHNICAL WRITING TOOLS**

Authoring Tools: Adobe RoboHelp, Adobe Frame Maker

Graphic Tools: MS Visio, Snagit, Adobe Photoshop

MS Office Suites: Word, Excel, and PowerPoint

Other Software: WordPress, CMS

**WORK EXPERIENCE**

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| *Technical Writer*  *October 2018 to August 2020* | *TiVo, Bengaluru* |

* Wrote instruction manuals and documentation for internal tools and software products
* Ensured high work quality for each task and project
* Utilized exceptional proofreading skills to produce error-free content
* Adhered to company style guide in all forms of writing
* Interacted with SMEs, illustrators, and editors to produce effective documents
* Training and skills development of new authors, review team members’ deliverables
* Responsible for quality control and process management
* Used JIRA to track and resolve documentation tasks

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| *Technical Writer*  *October 2017 to September 2018* | *Ankalan Web Solutions, Bengaluru* |

* Developed webpage and product webpage using HTML5
* Used WordPress to write and publish engaging and traffic-driving SEO-optimized blogs
* Created UX content, FAQs, HR newsletters, and internal software manuals
* Evaluated project requirements and content standards for each project
* Adhered to company style guide in all forms of writing
* Played instrumental role in creative planning and review sessions, working with team to elevate quality of content and designs
* Produced top-ranking content with bold methods

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| *Content Writer*  *April 2017 to September 2017* | Zivame*, Bengaluru* |

* Wrote copy for marketing banners, notifications, emails
* Managed competing deadlines with efficiency
* Produced original, creative content for promotional advertisements and marketing materials

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| *Content Writer*  *October 2016 to January 2017* | Wordplay Content, *Bengaluru* |

* Wrote and edited high-quality SEO content including blog posts and product descriptions under deadline pressure with a captivating and authentic approach.
* Completed thorough research into assigned topics.
* Produced quality content for a variety of clients including Myntra, Bajaj Finserv, Kaya

**ACCOMPLISHMENTS**

* Handled inter-team tasks with excellent results and minimal error
* Awarded top-performer certificate for work quality and dedication.
* Qualified GATE 2016 in Food Engineering and Technology

**EDUCATION**

* B. Tech in Food Engineering & Technology (2012-2016) with 7.5 CGPA from Tezpur University
* Scored 71% in 10+2 from K.V. Khanapara
* Scored 91% in Matriculation from K.V. Khanapara