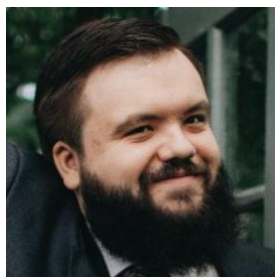


PERSONAL INFORMATION

Vladimir Izmalkov



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💬 WhatsApp: +7(903)225-22-11

💬 Telegram: @BoBacTbli

Sex: Male | Date of birth: 12 July 1988 | Nationality: Rus

PREFERRED JOB

Techwriter (Team Lead, Senior)

WORK EXPERIENCE

From 11/2020 to present

Head of Technical Documentation dpt.

VK Cloud Solutions (ex Mail.ru Cloud Solutions): <https://mcs.mail.ru>

I'm leading a team of 10 people: 4 technical writers, 4 analytics, QA and a DocOps.

Achievements:

- Created my team from scratch: recruited and trained people, developed processes and a style guide.
- Developed a full set of documentation for 2 complex enterprise products (including a cloud platform): terms of reference, user guide, admin guide, test program etc.
- Supervised development of documentation for more than 6 projects (including infosec certification), internal documentation on multiple modules/components.
- Created an internal knowledge base in Confluence.
- Helped to found and then became a leader for a professional community of technical writers in my company.

Main used technologies: OpenStack, openstackcli, Keycloak, Zabbix, Kibana / Opensearch, docker, asciidoc, git, linux, ssh, Jira, Confluence, Postman, JSON, Python.

Main processes:

- Agile sprints, retrospective meetings, planning, daily scrum meetings, style guide discussions.
- Filtering and interviewing candidates, recruiting, adaptation and education of subordinates and colleagues.
- Complex documentation development for on premise cloud platform and its byproducts.
- Project documentation development for software and systems, including infosec certification.
- Cross-review and control review of all documentation changes.
- Organisation of technical reviews.
- Interviewing subject matter experts and source codes analysis for ensuring documentation quality.
- Managing Knowledge base.
- Organisation of professional community, internal meetups and training sessions.

From 01/2021 to 06/2021

Dean of Technical writer Training Program

GeekBrains (Outsource): <https://gb.ru>

- Developed a complex training program for Technical writers: 8 courses with 200+ total hours of training.
- Developed two courses for the program: introduction to Technical writing and Standardisation.
- Filtered and interviewed candidates for course authors and trainers for the program. Onboarded and provided necessary adaptation and education of authors and trainers.
- Participated in marketing activities.
- Coordinated other authors.

From 03/2020 to 03/2021

Senior Technical writerAilet (ex. Intelligence Retail. Outsource): <https://ailet.com>

- Renewed content and refactored structure of documentation, eliminated technical debt, updated instructions and updated design of the documents.
- Reviewed pre-existing documentation, analysed technical debt and discrepancies. Interviewed subject matter experts and analysed internal documentation to ensure content quality.
- Developed new processes of documentation refactoring, release notes, technical reviews and updating documents.
- Implemented docs as code approach to ensure scalability of processes. Chose new technical stack for authoring, building and delivering documentation. Including implementation of MKdocs static site generator for the documentation web portal.
- Organised DevOps and designers support of new web-based documentation.
- Created a new team for documentation purposes.

From 07/2019 to 11/2020

Senior Technical writerMail.Ru Group: <https://www.tarantool.io/en>

- Developed EN and RU documentation for DBMS Tarantool and its byproducts. Worked on fixes for issues in a bug tracker and developed new content based on changelog and product codebase merge request descriptions.
- Personally managed certification process and developed a complete set of project documentation for information security certification.
- Developed KPIs and metrics for documentation process. Developed agile style processes in team.
- Interviewed subject matter experts to ensure documentation content quality.
- Developed project proposals, tender applications, bids and other tender and project documentation.
- Developed training exercises for code oriented how-to.

From 04/2016 to 07/2019

Head of research department for Automated systemsEMERCOM of Russia, Research Institute (VNII GOChS): <https://vniigochs.ru>

Information and communication technologies research center: Head of research department for Automated systems

- Developed various project documentation for automated systems.
- Executed RnD tasks. Analysed data, created reports, developed and reviewed technical documents and legislation.
- Organized and executed acceptance tests for automated systems and software.
- Explored new technologies (IT and communications, automatisisation) for implementation in EMERCOM of Russia.
- Provided key expertise and technical support for Head designer's test lab for system-112 in Russia.
- Managed projects (also participated as technical expert and interpreter) for international clients: World Bank Group, UNDP.
- Managed an IT department of our Research institute: 1 Lead sysadmin and up to 3 assistants.

From 07/2011 to 04/2016

Researcher (from Junior to Senior)EMERCOM of Russia, Research Institute (VNII GOChS): <https://vniigochs.ru>

Information and communication technologies research center

- Developed legislation drafts and technical documentation.
- Executed RnD tasks. Analysed data, created reports, developed and reviewed technical documents and legislation.
- Executed acceptance tests for automated systems and software.
- Published scientific articles on system-112 reliability issues.
- Provided support for Head designer's test lab for system-112 in Russia.
- Led a project for international client: World Bank Group.

From 07/2008 to 01/2011

Software Developer (part-time)

Bauman Moscow State Technical University: <http://www.bmstu.ru>

Information and communication technologies research center

- Developed software documentation.
- Daily tasks automation. Created and designed reports. Automated bulk document processing, parsing.
- Web-site and CMS administration and maintenance.
- Critical data backup.
- Information security audits.

From 07/2006 to 09/2008

Software Developer (internship)

ZAO AMT: (N/A, liquidated)

Developing software for aerospace monitoring of gas and oil pipelines.

- Developed a module to correlate reference points between different data sets of different years of monitoring data of the same pipeline.
- Developed a module to find the same defects of the same pipeline in multiple datasets from different years.
- Developed a module to show a progression of defects over time.
- Worked on smaller tasks in GUI.
- Lots of testing and debugging,

EDUCATION AND TRAINING

2022 Advanced Technical Writing course

Documentat.io (<https://documentat.io>)

2019 Project management basics 2.0 (PMI)

Bogdanov and partners (<https://www.pm-train.ru>)

From 2011 to 2014

PhD in Technology

“VNII GOChS” Research Institute. EMERCOM of Russia (<https://vniigochs.ru>)

From 2010 to 2011

Bachelor of Computer science

Bauman Moscow State Technical University (<https://www.bmstu.ru>)

- Computer software development
- Testing technology
- Optimisation theory
- Computer networks
- Information security
- Microcontroller devices design

From 2005 to 2011

Engineer of Space transport systems and space ships

Bauman Moscow State Technical University (<https://www.bmstu.ru>)

- Advanced math
- Aerodynamics and ballistics
- Mechanics
- Space ship design
- Thermodynamics
- Programming
- CAD

PERSONAL SKILLS

Mother tongue(s)

Russian

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C1	C1	B1	B1	B2
German	A1	A1	-	-	A1

Communication skills

- Good communication skills (gained through my experience in big collectives of highly-qualified and highly-decorated specialists with daily tasks of obtaining and formalising their knowledge on complex matters)
- Good emotional intellect skills (natural empathy and interested in this topic, studied as a hobby)
- Very good interviewing skills (a lot of practise interviewing subject matter experts and interviewing candidates for vacancies in my team)
- Easy to understand new concepts (wide field of expertise in IT and RnD supported buy my passion to learn new technologies)

Organisational / managerial skills

- Leadership (currently responsible for a team of 11 people)
- Motivation of subordinates (had experience of working with IT specialists with different paygrades and experimented with different non-financial motivation approaches)
- Good analytical skills (gathered and structured lots of info in different areas of expertise)
- Good teambuilding skills (built my own teams from scratch twice)
- Team oriented (teammate all my life, worked on every level and in teams of all sizes)

Job-related skills

- Good requirement and quality control skills (a lot of experience with Terms of reference developing and state final accepting tests organisation and participation)
- Hard-working nature (my work is my passion. I like being needed. Crunches motivate me)
- Deep understanding of software lifecycle (I was a software developer myself and communicating with some of the best developers and engineers on daily basis)
- Docs-as-code evangelist (I have implemented docs-as-code approach at multiple workplaces and delivered great results. Have experience with markdown, rst and asciidoc lightweight markup languages).
- Git proficiency (I am using Git for my documents daily as a part of docs-as-code approach and using Git to access products source code and internal documentation (including epics, merge requests, commits descriptions, latest config files, test cases etc.))
- Text editor proficiency (I am using modern IDEs writing documents in lightweight markup language with syntax highlighting and preliminary rendering plugins. Professionally work with MS Word, Google Docs and other text processors when needed)

Computer skills

- Hands-on experience with Windows, Mac OS and Linux operating system families
- Good hardware and software experience
- Good command of Microsoft Office™ tools
- Some system and network administration skills

Other skills

- Proficient learner
- Motivated by the demand of my services I can work very hard for long periods of time
- Technology enthusiast

Driving licence

Yes. Category: B.