RESUME

**S Naresh Reddy**

Technical Writer

Mobile: +918341648916

Email: nareshreddy6599@gmail.com

A conscientious professional with 4+ years of experience in content design and development, technical writing, software application development writing, editing, and training. Adept in communications, problem solving, critical thinking, analytical thinking, leadership and people management skills.

**SUMMARY**:

* Securing **4+ Years** of experience in the technical and content writing domain.
* Develop, maintain and publish end-user documentation for software applications.
* Edited and proofread the content to ensure proper grammar, quality, and consistency.
* Developed tutorial scripts, FAQ’s, and communication briefs.
* Ability to proofread, edit language and set standards for documentation.
* Create architecture, flow, and process diagrams to increase the visual/graphical content to complement/substitute textual content where applicable.
* Good experience on Software Development Life Cycle.
* Excellent editing and composition skills that help me provide high-quality content to clients.
* Prepared documentation for a highly technical audience (engineers).
* Researched, wrote, and edited original and high-quality content while consistently meeting daily deadlines in a remote position.
* Interact with technical team members such as developers, quality assurance team, and software architects in gathering the requirements.
* Oversee content writing team, delegate assignments, edit work for grammatical proficiency and quality of content.

**ACADEMIC QUALIFICATION:**

* MBA from MLRIT, JNTU University 2017 with **80%**

**WORK EXPERIENCE:**

Organization: GOOGLE, Hyderabad.

Payroll: AGS INFOTECH LTD.

**Designation: Technical Writer Consultant**

**Duration:** March **2018** to till Date

**Role & Responsibilities:**

* Developed user guides for Robotics database application using html and Cider tools.
* Worked directly with Subject Matter Experts to build understanding of product operation best practices.
* Wrote and edited various documents of software tools.
* Updated and formatted existing documentation according to the guidelines of style guide.
* Worked on strengthening the content through editing and proofreading of content once written.
* Worked on standardizing department procedures to develop, publish, and manage content of software documentation.
* Worked closely with Product Managers to gather product and customer knowledge to execute projects.
* Tools worked on: CIDER, GitHub, Confluence, HTML.
* Worked on using XML and DITA to produce topic-based, reusable content.
* Worked on creating newsletters and reports.
* Work with internal teams on technical documentation requirements and support them with editorial reviews.
* Developed product manuals with the sequence of steps for the end-users using a DITA Task topic type.
* Managed editorial review.
* Involved in requirement gathering, analysis, and estimation.

Project 2:

**Role & Responsibilities:**

* Create/Update Technical manuals, User manuals, and Installation guides,   
  End-user documents, as per client requirement.
* Developed and updated administrator guides.
* Created content for release notes, support documentation, and video scripts.
* Update the old/existing documents to the current standards including with the design modifications.
* Created and updated e-learning training materials, presentations, handled content writing and knowledge-based articles.
* Having good Knowledge on various style guides including Microsoft Manual of Style (MSTP), Simplified Technical English (STE) and also possess ability to adhere to company specific style guides.

**SKILLS:**

* Good writing style that is accurate and adaptable, with an impeccable use of grammar.
* Excellent writing and editing skills including strong attention to detail
* Excellent written and verbal communication skills and a demonstrable reasoning ability to explain and pitch ideas.
* Ability to perform multiple tasks concurrently while meeting quality objectives.
* Detail orientated and who can quickly learn different industry terminology.
* Strong time management and organizational skills, ability to prioritize and multi-task.
* Ability to work quickly and to agreed daily targets.

**TOOLS:**

Familiar with:

* Confluence
* JIRA
* Github
* UML
* Oxygen (XML editor)
* SnagIt
* MS word
* Camtasia Studio

**PERSONAL DETAILS:**

**Name :** S Naresh Reddy

**Father’s Name :** S Narasimha Reddy

**Date of Birth :** 23rd March 1993

**Marital status :** Single

**Nationality :** Indian

**Passport No :** K-1395610

**Languages Known :** English, Hindi and Telugu

**Permanent Address :** Plot No: 3, Sanjeeviah Cooperative Society,

Sowjanya Colony, Padmavathi Enclave,

New Bowenpally, Secunderbad

Telangana - 500011.

I hereby declare that the above furnished information is true to the best of my knowledge and brief.

Thanking You,

Date: Sincerely,

Place: (Naresh)