RAKESH K   Technical Writer

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Over 4.5 years, I've developed a wide range of technical documentation, including user guides, API references, UI/UX content, and business requirements, focusing on accessibility and user-centric design. I am proficient in content development and management systems.

Skills

- Writing and Editing Skills
- Information Mapping
- User-Centric Documentation
- Version Control: Git, Bitbucket,
- VS code, Postman, HTML, Markdown, JavaScript (basics)
- CMS: Schema ST4, MadCap Flare, Confluence, Xmetal
- MS Office, Google Docs, Microsoft suite
- Multi-Channel Publishing (e.g., Web, PDF, Mobile)
- DDLC & SDLC
- Azure-Agile methodology

- Corel Draw, Creo Illustrate, Indesign, Windchill, Product Cube, SAP, SANA
- Video editing tools: Camtasia, Filmora, Clip Champ
- Technologies: AWS, IOCTL codes, API, Salesforce (Review), OLH, UI/UX, Saas, PLC, C++, ISMS, Ad-hocs (HR)
- Snagit, B-term, Microsoft Visio, DITA, XML, Video Creation / editing, Adobe Photoshop, AI tools

Work Experience

Technical writer | InTimeTec | 19/10/2023 - Present

- Created user manuals, UI/UX guides, installation guides, and online help pages.
- Developed business requirements documents, proposal documents, Release notes, and Datasheets.
- Authored case studies and API documentation.
- Created video tutorials to provide step-by-step guidance on feature usage.
- Designed and implemented a Kanban board in Azure for a team of 5 technical writers to improve workflow efficiency.
- Implemented Git integration with MadCap Flare, streamlining documentation version control.
- Led the migration of content from Confluence pages to Azure Wiki.
- Led the migration of the content management system tool (madcap flare).
- Assisted QA leads in creating a checklist in Excel to enhance quality assurance processes.
- Collaborated with the marketing team to create a standardized Word-style template for the organization.

- Developed and implemented an interview process and successfully led technical writer interviews.

Technical writer | Buhler (Deputed by Merritt Innovative Solutions) | 23/03/2022-30/09/2023

- Developed operational manual and operating instructions in Quanos SCHEMA ST4 for heavy machinery.
- Edited and proofread technical documents for accuracy and consistency.
- Created technical illustrations and formatted documents using Creo for 3D modeling and CorelDRAW for 2D graphics and layouts.
- Worked closely with LCM and respective foreign stakeholders (Europe and China) to determine the accuracy and completeness of technical documentation.
- Conducted training sessions for team members and cross-functional colleagues on ST4.
- Provided guidance and support to a fellow team member through effective communication.
- Proved successful working within tight deadlines and a fast-paced environment.
- Managed work order assignments for the team.
- Involved in developing the process to increase the quality of the manuals by preparing checklists and workflow concepts.

Technical Writer | Alten India | 13/05/2019 to 13/10/2020

- Authored and reviewed various manuals, like the IPC (C2).
- Followed ATA standards, Simplified Technical English (STE), and the ability to adhere to company-specific style guides.
- Well-versed in gathering information from Subject Matter Experts.

Certifications

- Google Technical Writing 1& 2
- Creating API documentation
- SDLC
- InDesign 2022 essential training
- Learn API Documentation with JSON and XML

Bachelor's in Aeronautical Engineering | SJCIT | 2018