Maria Sivenkova

B.A., M.A., PhD

Technical Writer
at a software company

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OBJECTIVE

Position as Technical Writer
            Documentation Manager

QUALIFICATION PROFILE

- Ownership of software documenta-tion, tutorials, and in-app copy for design automation software

- Organizational and technical skills in managing software documentation projects, e.g., with a VCS or scripts

- Solid background in academic writing, curriculum development, and teaching at a university

- Strong analytical skills as a former researcher and creator of academic courses. Passion to explain difficult things in an easy way

- Successful public speaking at interna-tional conferences

VPIphotonics GmbH
June 2015 – ongoing

Technical Writer
Documentation Manager

- Own about 5000 pages of software documentation: 15 user's manuals and developer guides as well as various tutorials, white papers, in-app copy, etc.

- Interact with the following groups of stakeholders to generate content:
  - software developers
  - application engineers
  - project managers
  - marketers

- Assist in marketing activities by creating and reviewing scripts for company videos or proofreading brochures

- Contribute with layout and videography skills using Adobe InDesign, Illustrator, Photoshop, and Davinci Resolve

- Coaching application engineers and developers in technical communication

Kupi VIP GmbH
June 2014 – June 2015

Content Manager

- Managed content for online sales events

- Interacted with brand managers and suppliers to organize campaigns

- Team leadership: 8 persons in Smolensk, Russia, and 4 persons on site in Berlin, Germany

RusMedia Group
Feb. 2013 – June 2014

Account Manager

- Acquired customers and managed advertising campaigns in online and print media
- Translated advertising copy from German and English into Russian and from Russian into German and English for print and online media

Convergys
August 2013 – June 2014

Technical support professional

- Resolved technical issues for Russian-speaking customers of an IT company

- Took part in several training programs to acquire new skills

Minsk State Linguistic University
Dec. 2006 – July 2012

Lecturer, Associate Professor

VPI Development Center

Jul. 2000 – April 2005

Technical Writer

SOLAR Laser Systems

June 1999–June 2000

Translator

- Developed and taught several academic courses:
  - academic writing
  - English for specific purposes
  - linguistic pragmatics
  - corporate communication

- Performed research and presented results at scientific events and coaching courses

- Supervised research at graduate and postgraduate levels

- Organized several international academic conferences

- Created and managed documentation for software projects (Adobe FrameMaker, WebWorks)

- Managed a documentation group of four employees responsible for user's manuals and the Intranet

- Managed a CRM software system

- Translated specifications and business correspondence

- Assisted during marketing events

2003–2006 (PhD)
2001–2002 (M.A.)
1996–2001 (B.A.)

Minsk State Linguistic University:
- PhD in linguistics

- Master of Arts in English

- Bachelor of Arts in English

ACCOMPLISHMENTS

- Proven writing and communication skills in Russian as a native speaker, English (advanced), German (advanced, C2 certificate) and Italian (intermediate)

- Graduated with honours

- 70 publications in Russian and English as a linguist and associate professor

- PhD grant awarded by the Belarusian Ministry of Education

Berlin, 03.11.2021

Maria Sivenkova