



# Sreevidya S

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Portfolio: [medium.com/@vidyasree.sj](https://medium.com/@vidyasree.sj)

GitHub Portfolio: <https://github.com/sreevidya2020>

Dynamic, results-oriented, and dedicated **Technical Writer/Copy Editor**, with overall **6 years of experience** in communication, STM publishing, and content management. With a strong academic background in **BA Mass Communication** and **PG Diploma in Print Journalism**, I am skilled in crafting clear, concise, and engaging technical content. Possesses effective communication and collaboration skills with a keen eye for detail and a passion for clarity and precision in documentation.

## HIGHLIGHTED SKILLS

Excellent Written and Communication Skills | **Sound Knowledge of Grammar** | Technical Writing | **DITA** | **Markdown** | **GitHub** | **Snagit** | **Microsoft Manual of Style** | User Documentation | Microsoft Word | Google Docs | Oxygen XML | **Content Review** | Publishing | **DDLC** | **SDLC** | Organizational Skills | **Copy Editing** | **Proofreading** | Attention to Detail | Editorial Standards | Problem-Solving | Fast Adaptation | Speed and Accuracy | Managing Deadlines |

## ORGANIZATIONAL EXPERIENCE

**Dec '21–Present**      **INTEGRA SOFTWARE SERVICES PVT LTD., as Technical Writer/Copy Editor**

### Highlights:

- **Technical Content Reviewing & Editing:** Assisted technical documentation team in the process of creation, maintenance and improvement of software documentation.
- Experienced in document migration and simplification of legacy documents.
- Helped to standardise the structure, presentation, style and language of content across products.
- Collaborated with documentation peers to advance the state of the art in documentation.
- Good understanding of SDLC (Software Development Life Cycle), DDLC (Document Development Life Cycle), and Agile methodology.
- Copy edited and proofread technical user manuals, product guides, FAQs, release notes, and other technical documents.
- Able to simplify complex technical concepts into clear and user-friendly content.
- Basic understanding of DITA concepts and hands on experience in using Oxygen XML Editor.
- Proficient in Markdown authoring using GitHub Wiki.
- **Review and Edit:** Thoroughly review and edit software technical documentation, including User Manuals, Quick Start Guides, Standard Operating Procedures, Trouble-Shooting Guide, Installation Guides, and Release Notes to identify areas for improvement in terms of clarity, consistency, and accuracy.
- **Documentation Standards:** Enforce and maintain documentation standards based on style guide, (In-house & Microsoft Manual of Style), and templates to ensure consistency and professionalism to develop user-friendly documentation that considers the needs and knowledge level of the target audience.
- **Quality Assurance:** Conduct rigorous quality assurance checks based on review checklist to identify and correct errors, inconsistencies, grammatical mistakes and omissions.
- **Publishing coordination:** Managing the publishing process from manuscript submission to sending for final publication. Ensuring that the publications are produced on time, within budget, and to high-quality standards.
- **Project Assistance:** Through effective communication with stakeholders to understand project requirements and ensure they are met. This includes exchanging guidelines, requesting fixes for guideline issues, and understanding client needs to clearly inform the team.
- **Readability improvement:** Consistency, formatting, L1 and L2 editing/Verification of sources: references, author affiliation, figures, captions, tables, abbreviations, casing, sequencing, numbering, and consistency check/Track inaccuracy, and visibility errors; Identification of linguistic, cultural, and design errors/American and British English language style identification and correction according to author preferences/Adhering to house and client style guides/Ensure the style of citations/Identification, analysis, tracking, and fixing quality issues of the content.
- **Manuscript evaluation:** Preparing manuscripts by compiling different parts in the correct order, adhering to style manuals, update copyright details and author information as required. Meeting change-request collation.
- **Copy editing and proofreading:** Spelling, punctuation, grammar, and language style correction.
- Adhering to the Standard Operating Procedures (SOP) and Guidelines throughout the process.

- Create, update and maintain publication records in tracker.

**Jan '21-Dec '21      SPRINGER NATURE TECHNOLOGY AND PUBLISHING SOLUTIONS, as Copy Editor/Technical Writer**

- Copy editing, language editing, proofreading, publishing assistance, quality check.
- Delivering high-quality output, attention to detail, and problem-solving actions.
- Troubleshooting technical issues in the text, graphic files, printing, modification, and correction of the draft with proper consultation.
- Attended training by Information Development/Content Curation team on Software Technical Writing and Tools.
- Worked on image importing, add/update callouts, revision, and element tagging.
- Verify and update missing figure/table captions and numbering.
- Correction of equations using 'Mathtype' application, verification, and positioning.
- Image/artwork checking, and correction.
- Checking labels of figures, artwork, layout, formatting styles.

**Oct '18 -Oct '19      NEHRU YUVA KENDRA, (MYAS, Govt of India) as Program Coordinator**

- Implementation of programs and campaigns according to the guidelines of MYAS.
- Data collection, public relations, media, press release, brochures, e-mail.
- Report keeping and documentation.
- Media and PR, digital campaign, digital content writing, copy editing, social media campaign.
- Reports, presentations, and correspondence.
- Skill development, and recognition of stakeholders, data analysis.
- Manuscript conversion, copy writing and editing.

**June '12- Sept '15      MANORAMA NEWS TELECOMMUNICATIONS PVT LTD., as Assistant News Producer / Reporter**

- Reporting, news writing, editing, creative writing, copy editing, visual coordination, research, social media
- Daily news bulletin, international, national, local stories
- Assignment desk
- Content development and content writing
- Scripting for stories and documentaries
- Performance report submission
- Relief programs and campaigns
- Data operator, translator, and visual coordinator
- Experience in input, output news coordination
- Brainstorming and innovative idea development
- Program monitoring, quality check

### SEMINARS / TRAINING ATTENDED

- Attended Induction Training Program of All India Program Coordinators of NYKS for 10 days conducted by Rajiv Gandhi National Institute of Youth Development, (Institution of National Importance by the Act of Parliament No. 35/2012) Under Ministry of Youth Affairs and Sports at Sriperumbudur, TAMIL NADU.
- Attended Malayala Manorama employees training at Udumalpett Camp, Tamil Nadu
- Participated in various online/offline workshops on Media, Technology and Society
- Participated in different Technical Writing workshops and seminars

### ACCOLADES

- Awarded Best Student of the batch, BA Mass communication and video production, Mar Ivanios College, Trivandrum.
- Awarded Best Editor of the batch PG Diploma in print journalism, Manorama School of Communication.

### IT SKILLS

Well versed with:

- MS Office suite including MS Word & MS Excel
- Adobe Reader
- Photoshop
- InDesign

- DTP - CorelDRAW
- MathType
- Oxygen XML (basic)
- Snagit
- GitHub Wiki
- Markdown authoring

## CERTIFICATION AND ONGOING EDUCATION

### Technical Writing

- Tech Writer's Tribe certification on creating Getting Started, Release Notes, Quick Start Guide, and User Guide
- ### Project Management Institute
- Project Management for Beginners
  - Business Continuity
  - Introduction: Basics of Disciplined Agile™ Online Course
  - The Basics of Scrum

## ACADEMIC DETAILS

2016 MA (Public Administration) at Institute of Distant Education, University of Kerala, 62% Marks.

2012 PG Diploma in Print journalism at Manorama School of Communication with 69% Marks.

2011 BA Mass Communication and Video Production from Mar Ivanios College, Trivandrum 71% Marks.

2010 Diploma in desktop publishing, C-dit, Kerala

2008 Passed 12th at Govt GHSS Pattom, TVM, in the curriculum of State Board of HSE, Kerala 74% Marks.

2006 Passed 10th at St. Goretti's GHSS Nalanchira, TVM. Board of Public Examination 85% Marks

## PERSONAL DETAILS

**Date of Birth:** 29<sup>th</sup> September 1990

**Languages Known:** English, Hindi, Malayalam

**Address:** Ambady, Kuravilangad - PO, Kottayam - 686633, Kerala