**RESUME**

Y N Sucharitha

Technical Writer

Mobile: 9959152152

Email: ynsucharitha@gmail.com

* A conscientious professional 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**

* 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 (SDLC).
* Excellent editing and composition skills that help me provide high quality content to clients.
* Prepared documentation for highly technical audience.
* 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.

**EDUCATION**

* **MBA** fromGolden Valley Institute, JNTU Universitywith **80%.**

**TOOLS**

* MS Office
* Confluence
* Github
* Draw.io
* Snagit
* Robohelp

**SKILLS**

* Create/update User manuals, User guides, Installation guides, and End-user documentation as per client requirements.
* Update the old/existing documents according to the new standards including the design modifications.
* 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.
* Good writing style that is accurate and adaptable, with keen eye for grammar and spelling, ensuring accuracy and consistency in the documentation.
* Detail oriented and who can quickly learn different industry terminology.
* 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 convey complex information in user-friendly manner.
* Ability to perform tasks while meeting quality objectives.
* Strong time management and organizational skills, ability to prioritize and work on deliveries.
* Ability to work quickly and to agreed daily targets.

**PERSONAL DETAILS**

* Name : Y N Sucharitha
* Date of Birth : May 07, 1986
* Marital status : Married
* Nationality : Indian
* Languages known : English, Hindi and Telugu.
* Permanent address : Drushti Nayanadhama, 2-413-4, D-36, 1st main, 1st cross, Society colony, Madanapalle-517325, Annamayya dist.

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

Thanking you,

Date:

Place: