

Meera

Technical/Content Writer

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Summary

As a technical and content writer, I can make a user-centered copy that makes complicated processes easier to understand and helps users reach their goals within a digital product or service. I'm good at working with cross-functional teams, like designers, developers, and product managers, to make sure that content matches design and business goals and is up to date with product development schedules. As a writer, my main goal is to give users more control over digital experiences by giving them easy-to-understand content and documentation.

Work experience

Technical/Content Writer

March 2021 - May 2023

Span Technology Services Private Limited

It is a product-based company developing tax management products through agile software methodology.

The following are some of my responsibilities as a writer:

- Write UX content for web applications and mobile apps
- Research on IRS tax forms to create write-ups
- Create knowledge-based articles including how-to-guides, FAQs, and step-by-step instructions
- Write technical articles and brochures on product features
- Coordinate with Business Analysts to understand the requirement
- Compose emails for various business needs
- Write content for landing pages and resource pages

Content Writer

June 2019 - February 2021

Matrimony.com - Chennai

Matrimony.com is an online platform that helps people find a suitable partner for marriage by providing matchmaking services.

The following are some of my responsibilities:

- Engage with clients to create success stories for brand promotion
- Regularly produce various content types in social media to promote the brand
- Proofread and edit classifieds before publishing
- Collaborate with product team to write content for web application
- Create internal newsletter for every month.
- Analyze social media analytics and make changes as needed
- Resolve customer queries in social media

Academic Content Writer

June 2018 - June 2019

Writeneed - Chennai

Writeneed provides academic writing, editing, and proofreading services. They assist with various academic papers, including essays, research papers, dissertations, and theses.

The following are some of my responsibilities:

- Deliver creative and attractive content for organizational websites
- Perform thorough research using various books and internet sites and develop content for research papers
- Develop engaging content for articles, blogs and social media to entice the audience
- Proofread content for errors and ensure the content is written as per the instruction
- Meet the requirements of client
- Perform extensive web research to gather required information

Professional Skills

- Innovative
- Thorough Researcher
- Passionate language learner
- Effective multi-tasking
- Time management abilities
- Team Player
- Employee relations
- Technical Writing
- User experience writing
- Success Story
- Video Interview
- Web content writing

Portfolio

- [Form W-2 Information for Employers - Medium article](#)
- [Form W-2 E-filing - Medium article](#)
- [UI/UX Writing - Form 8868](#)
- [Success Story - Happy Marriage](#)
- [Success Story - Happy Marriage](#)
- [Click here to view more sample works](#)

Tools Handled

- Service-Now
- Talisma
- Iroz
- E-mail tool - MS Outlook
- MS-Office
- Google Docs

Certification

SEO Copywriting and Article Writing

Awards

Quarterly Best Performer Award

Hobbies

- Writing poetry
- Exploring different art forms
- Reading Novels

HR-Specialist

July 2017 - April 2018

Sutherland Global Services - Chennai

- Acts as the main contact point for the employees with issues concerning attendance
- Provide clearance for former employees
- Process Special Leave such as Maternity and Paternity Leaves
- Handle payroll, compensation, and benefits administration
- Maintain final settlements of ex-employees
- Process Comp-off and LOP Reversal for the employee
- Investigate and provide guidance on employee relations issues

Education

B.A English Literature

2018 - 2020

University of Madras

Distant Education

B.E Computer Science and Engineering

2011 - 2015

K.S.Rangasamy College of Technology

Anna University | CGPA-7.73

