## Soumya Ranjan Jena

Technical Writer at HP Inc

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### Objective

Seeking a challenging and strategic position with a progressive organization, where I can leverage my skills in technical writing, consulting, project management, and continue to add value to the business process.

### Professional Summary

* **7** years of experience in Technical Writing
* Experience in creating software documentation, such as **User Guides**, **Configuration Guides, Installation Guides, Troubleshooting Guides, Release Notes, API Guide, Test Cases, FAQs, and Online Help**
* Good knowledge in writing, editing, reviewing, and managing documentation activities
* Good understanding of the technical writing concepts; Document Development Life Cycle (DDLC), and Software Development Life Cycle (SDLC)
* Experience on working with **MSTP**
* Experience in creating templates for different user manuals, and release notes
* Proficiency in completing writing assignments according to set standards on order, clarity, conciseness, style, and terminology
* Knowledge in **DITA** and **Information Mapping**
* Two years of working knowledge on manual and functional testing

### Technical Writing Skills

|  |  |  |  |
| --- | --- | --- | --- |
| **Content Tools** | **Graphics Tools** | **PM Tools** | **Language** |
| * MS Word * MS Excel * MS PowerPoint * Adobe FrameMaker * Xmetal * Adobe Acrobat DC * Postman | * Adobe Photoshop * Adobe Illustrator * SnagIT | * JIRA * Test Rail | * XML * JSON * Python * MATLAB |

### Experience

**Technical Writer at HP Inc** (on the payroll of Allegis India)

September 2018 to till date

*HP Inc is a one of the branded companies that provides scanner and printers for personal and industries use.*

*During this period, I am involved in following activities:*

* Creating API documents, User Guides, and Release Notes
* Creating Detail Design document
* Creating Specification document
* Completing various types of test departmental documentation in accordance with company and team policy.
* Writing and executing Test cases.

**Technical Writer at Intel®** (on the payroll of UST Global)

March 2018 to September 2018. (6 months)

* Responsible for creating technical documents of semiconductor products
* Responsible for proofreading and editing documents in a very short span of time
* Adept at interacting with customers, gathering requirements, and designing the content in accordance with client specifications

**Technical Writer at eClinicalWorks®**

April 2016 – December 2017 (1 year 8 months)

*eClinicalWorks is a privately held, leader in ambulatory clinical solutions. Its technology extends the use of electronic health records beyond practice walls and creates community-wide records.*

* Responsible for investigating, writing, structuring, and updating EHR (Electronic Health Record) software
* Involved in creating document from scratch for HMIS (Hospital Management Information System) and EMR software for international audience
* Responsible for working closely with Business Analyst team and other technical staff members to create and maintain custom client-facing documents with a rapid turnaround time
* Responsible for designing and assessing methods to provide management with updates and recommendations of changes to systems or processes
* Interfaced with procurement, accounting, management personnel, and suppliers as needed

**Technical Writer at ALTEN Calsoft Labs**

October 2011 - April 2016 (4 years 6 months)

*ALTEN Calsoft offer best of the breed Consulting, Enterprise IT and Product Engineering services for enterprises in Healthcare, Education, ISV, Networking & Telecom, and High-Tech & Retail industries.*

* Created written content for user manuals, catalogues, product updates, process documentation, and training packages of Mobility Consulting
* Worked on User Guide, Administrative Guide, and Installation guide
* Adept at interacting with customers, gathering requirements, and designing the content in accordance with client specifications
* Read block diagrams, complex engineering drawings, and interpret the operational/function of the component
* Expertise in Authoring & Illustration Tools/Software used to create manuals, and with AS9100, and QMS process

### Personal Skills

* Establish myself in new environment and work in a team
* Learn new tools within a short span of time
* Learn and follow procedures and guidelines
* Make an effective decision in pressure situations
* Excellent eye for detail

### Education

* Aircraft Maintenance Engineering 2010 completed with 87%
* 12th 2006 completed with 59%
* 10th 2004 completed with 76%

### Personal Details

**Date of Birth** : 06/11/1988

**Nationality** : Indian

**Marital** **Status** : Single

**Languages Known** : English, Hindi, and Oriya

**Interests** : Playing cricket, listening to music, and dancing

### Declaration

**I hereby declare that all the relevant information mentioned here is true to my knowledge and belief.**

**Date: 29-06-2020**

**Place: Bangalore**  **(SOUMYA RANJAN JENA)**