

SAI THEJASWINI

+91- 996 3838 003

tejup136@gmail.com

www.linkedin.com/in/p-sai-thejaswini-writer

◆ Resume Writing ◆ Creative Writing ◆ Technical Writing ◆ Documentation ◆ Content Development ◆ Precise Writing ◆

GLOBAL EXPOSURE: Extensively handled a wide range of clients across USA, UAE, NZ and UK

PROFESSIONAL SUMMARY

Creative and innovative professional nearly 5 years of progressive experience in resume writing, content writing, technical writing and documentation. Adept at writing content in clear, concise and user understanding language. Skilled at utilizing several tools, interacting with SME's/clients, conducting peer reviews and creating several templates. Knowledge of different resume formats, ATS capabilities and the ability to determine the best formats for clients. Excellent customer service and interpersonal skills.

TECHNICAL SKILLS

Operating Systems	Win 98, XP, 7, 8 and Ubuntu
Authoring Tool(s)	Microsoft Word, Adobe Frame Maker
Capturing Tools	Snag IT, Snipping Tool
Others	PowerPoint, MS Excel and Sales Force

EDUCATION

- Bachelor of Technology in Civil Engineering from Kuppam Engineering College, India, 2016
- Intermediate in MPC from Sri Muninarayana Junior College, India, 2012
- Secondary School Education from Z.P.G.H High School, India, 2010

WORK EXPERIENCE

Resume Writer @ Y-Axis, Hyderabad | Jul 2019 – Till Date

Technical Writer @ Forte Tech Solutions, Hyderabad | Sept 2016 – Jun 2019

As a Resume Writer

- Curating content as per designation/job profile and writing the same as per international standard for various countries like US, Canada, Europe, Middle East, Australia etc.
- Collaborating with the job search artist and clients to deliver top-notch quality resume writing services
- Writing innovative resume and cover letter for various clients
- Optimizing LinkedIn profile for the clients to attract recruiters across various geographical locations
- Coordinating with different cross-functional teams located in various branches like New Delhi, Bangalore, Kolkata, Mumbai etc.
- Solid understanding of various industries and job functions including entry level, technical, professional, and executive roles

As a Technical Writer

- Interacted with Subject Matter Experts to gather information required for documentation
- Created templates for installation guide, user manual and troubleshooting manuals
- Conducted peer reviews for the manuals and ensured standards followed as per the style guide throughout the document
- Analyzed product samples and discussed with the product designers and developers
- Utilized photographs, drawings, diagrams, and charts to assure users' understanding
- Worked with internal teams to obtain an in-depth understanding of the product and the documentation requirements