**RESUME**

**Mona Sharma Trivedi**

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**Academic Qualifications**

* **M.Tech** with 81% (Instrumentation and control) from NITTTR, Chandigarh (Punjab University.
* **B.Tech** with 82.21\* %( Electronic Instrumentation and control) from IET, Alwar (Rajasthan University).

**\*1st rank in university of Rajasthan (BTech)**

**Professional Experience**

**May 2019 Onwards:**

**HCL Technologies Limited, Noida**

Job Title: Technical Content Writer/ Editor

Roles & Responsibilities:

**Content creation/ Editing**: Coordinate with Onsite coordinator & client of US and UK to gather input for the work to be done. Understand clients and to create document management system, document format & styling guide and adhere to the requirements. Prepare progress and status reports using Microsoft office tools, review with client & onsite coordinator on regular basis & present to management. Follow client’s documentation system to review and release the final documents

**Quality Check:** Responsible for the Quality of work done by the entire team & ensure timeliness on deliveries and cross-functional approval (from client side).Create master template (as necessary) and create / update tags & fields as necessary. Conversion of manuals from quark to Frame maker and create PDFs & review offline.

Perform technical updates to product instruction manuals, labels and IFUs based on inputs received & get cross-functional approval.

**Proofreading** Update documents to address grammatical & spelling errors, styling & format.

**March 2019 to April 2019:**

**IIPA (Indian Institute of Public Administration) project “Impact Assessment of National Knowledge Network”**

Job Title: **Technical Writer/ reviewer**

**October 2018 to Feb 2019**

**“Corpzone Services Pvt Ltd.”, Noida.**

**Job Title: Content Writer and editor**

Roles & Responsibilities:

Handing digital marketing. Developing a series of technical documents like training courseware, Website Content writing and updating, Story boarding, online Tutorials, white papers, Research articles, User help manuals, Uploading and Maintenance of documentation on online portal Creating & Editing software tutorial videos using Camtasia Studio, Creating SRS, Flowchart, ER Diagrams & Writing functional, Visio Manual and Technical Documentation**.**

**December 2017 to September 2018:**

**Freelancer technical content writer/ Reviewer**

Roles & Responsibilities:

Types of documents Prepared:

Online Help Manual, Release Notes, Datasheet Installation Manual, Configuration Manual, Troubleshooting blogs, Keywords Reference Manuals, PowerPoint Presentations, Technical Blogs Reference manual, SRS documents, Flow chart Block diagrams, Work flow diagrams and SOP Document

**July 2012 to November 2017**

**Technical Trainer/Instructional Designer**

Worked with JRE Group of Institution, Greater Noida

Roles & Responsibilities:

* Organize and implement an instructional program
* Development of highly engaging and interactive teaching and training courses. Identify, choose and implement different teaching methods for all students with various educational backgrounds.
* Developing and utilizing e-learning, game-based learning and other delivery methods that will support the acceleration of learning for students.
* Transfer to student’s theoretical information, practical skills, methods and techniques in a field of electronic engineering.
* Supervise student's research projects, develop, implement a research strategy in a certain field and Participate, and coordinate research activities.

**Tools and Technologies**

* Agile methodology Story boarding. Familiar with SDLC and DDLC flow
* Authoring Tools: MS Word, ADOBE Frame Maker, DITA and XML
* Diagrammatic Tools: Origin, MS Visio
* Image Processing Tools: Photoshop, Paint
* Office Suite: MS Office
* Video editing tool: Camtasia
* Screen capture tool: SnagIt and Adobe captivate.

**Certifications and Trainings**

* Training course in PRINCE2 AGILE beginner level.
* Certification course from NPTEL (IIT, Guwahati) in VLSI Design Verification and test: VLSI Design: High level Synthesis, Verilog RTL Design, Combinational and Sequential Synthesis Logic Synthesis. Verification Techniques.
* Certification course from UDEMY on “Professional Technical Writing” Advance Your Writing Skills”
* Certification course from UDEMY on “XML and DITA Authoring” Advance Your Writing Skills
* Workshop cum training by CSIR-NPL on “Sand to solar PV Systems: Materials, Measurements and Testing" which includes basic knowledge on Design and integration, Installation and testing, Operation and maintenance of solar PV systems, Quality management system and PV Metrology and also Hands-on experience in test and measurement of components and system parameters, assembly, testing and monitoring of components and solar PV systems
* Online certification course in Acrobat Pro DC, Photo shop and WordPress

**Research and Projects**

**M.Tech. Research area:**

* Determination of CHD risk using artificial intelligence techniques.

**Publications**

* “Configuration Modification for Output Power Gain in Photovoltaic Arrays under Partial Shading Conditions” IOP Conference Series: Materials Science and Engineering.

https://iopscience.iop.org/article/10.1088/1757-899X/594/1/012031/meta

* “Determination of coronary heart diseases risk using FES 1” RACSIP 2012 National Conference in BTTI, Pilani
* “Determination of coronary heart diseases risk using FES 2” EICC 2012, Greater Noida

**Awards**

* Recipient of Gold medal from Rajasthan University for securing first rank in the University
* Recipient of BHAMASHAH AWARD for securing first rank in the University of Rajasthan from Maharana Mewar Foundation, Udaipur.

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