**KARTHIKA.C**

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**OBJECTIVE**

Seeking a role of Technical Writer where I can utilize documentation skills to create user-friendly documents.

**EXPERIENCE SUMMARY**

* Creating Online documentation such as PDF, Online Help, Release Notes, for **Eaton istore**.
* Creating guides related to updation of **E-business suits**.
* Working with ORACLE DEVELOPERS and ORACLE DBAs to documenting various processes such as instance up/down, module checking, updations, etc.
* Working with Java, CSS, SQL, and PSQL developers to get clarity about codes and its processes.
* Customizing Oracle iStore “IMPLEMENTATION AND ADMINISTRATION GUIDE RELEASE 12.1”.
* Customizing Oracle iStore “IMPLEMENTATION AND ADMINISTRATION GUIDE RELEASE 12.2”.
* Documenting “ORACLE ORDER MANAGEMENT”.
* Documenting “ORACLE INVENTORY”.
* Customizing PRICE LIST, PAYMENT TYPES, AND SHIPPING METHODS, etc.
* Complete documentation about the THIRD PART SELLER SYSTEM and SECURITY SYSTEM.
* Documenting about integration with other oracle applications for product deployment.
* Documenting “IMPLEMENTING CARTS AND ORDERS”.
* Qualified and experienced Technical Writer with expertise in producing product and instructional manuals.
* Skilled in researching technologies and disseminating a range of product and process information with clarity and concision.
* Experienced in Creating content, editing, and proofreading.
* Developed new concepts for layout/design and proofreading.
* Handled multinational projects on developing content editing, proofreading with appropriate tone and conciseness.
* Adept with formatting programs and content management systems.

**EXPERIENCE**

Pivotix Inc.,

Senior Technical writer

May 2012 to January 2020

Scientific Publishing Services (SPS), Chennai

Copy Editor

June 2011 to April 2012

**ACADEMIC QUALIFICATIONS**

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| --- | --- | --- | --- | --- |
| COURSE | INSTITUTION | UNIVERSITY/BOARD | YEAR OF PASSING | PERCENTAGE |
| Bachelor of Engineering (B.E.) Electronics & Communication | Arasu Engineering College (Kumbakonam) | Anna University | 2008 | 76 |
| Higher Secondary Course (XII standard) | Raj Matriculation Higher Secondary School (Mayiladuthurai) | State Board | 2004 | 84 |
| Secondary Course (X standard) | St. Mary’s Matriculation Higher Secondary School (Kuttalam) | Matriculation | 2002 | 87 |