|  |  |
| --- | --- |
| **Contact**Yashoda T.J,Laxmi Nivas,Omkaar Layout,Puttur,Mangalore, Karnnataka**Call: 8861866177** Email:**iambestfreelancer2015@gmail.com** | Yashoda TJ**Content Writer/Technical Writer/Worked in IT Industry in Software Development/Manual Testing and Data Analyst.** **Education**Masters Information TechnologyPG Diploma in Computer Application15 Years of experience in IT Industry and I do Software Development, Data Analysis, Manual Testing, Web Research and Technical writing and Documentation. I have worked with clients across the globe UK, USA, Australia, Canada, China, Switzerland and EMEA Regions. I have very good English communication skills. **Experience**Dec 2018–Nov 2023Technical Writing/Content Writing and Documentation/Operations and Project Management.April 2015 –Oct 2018Technical Writing/Content Writing and Documentation/Data Analyst and Manual Tester May 2014- Dec 2014Data AnalystNov 2009-Jan 2014Software Development, Content/Technical Document writing and guiding the juniors.Feb 2007-Oct 2009Software Tester and Technical Writing and Documentation of Software Application in IT Industry.May 2005-Nov 2006Process Executive (Data Analysis and Data Entry) in BPO Industry working with UK Client on Insurance Domain.**Core Expertise**My Core Areas of Expertise Include:Content Writing:* Technical Writing
* Documentation
* Web Research and Market Research
* SEO Techniques.
* Programming tools: Donet, SQL Database, JavaScript, AI, C Sharp, C++, Agile Model, Jira, Confluence.

Data Entry:* Microsoft Excel
* Google Sheet
* Conversion of PDF to Word and Vice Versa
* Microsoft Word
* PPT

Manual Testing* Testing Application and Monitoring
* Preparing Test Cases and Executing
* User Acceptance Testing.
 |
| SkillsData Analysis and Data Entry, Web Research and Technical Writing, Software Manual Testing/Software Development, Documentation and Project Management Operations.LeadershipI have expertise is handling team and involved in Project Management Activities and CSR Activity in the Organization.I have handled various trainings in Organizational level and Soft Skills.I have also worked as Faculty in few training institute. | **Roles and Responsibilities**Content Writer for College students' website. 1. Collected and collated necessary secondary data from both the Internet and data producers for a particular research topic.
2. Searched for information and related literature on different topics and wrote web content for the department’s website.
3. Created content on various topics such as local politics, ancient cultures, social media, environmental issues, youth, labor issues, and more for the website.

**EXPERIENCE / INTERNSHIP** **Assistant Content Writer** **Company: IT Industry**1. Obtain an in-depth understanding of the product and the documentation requirements and produce high-quality content that meets applicable standards and is appropriate for its intended audience.
2. Write easy-to-understand user interface text, online help and developer guides.
3. Create tutorials to help end-users use a variety of applications and analyze existing and potential content, focusing on re-use and single-sourcing opportunities to create and maintain the information architecture.

 **Proofreader- Trainee** **Startup-IT Industry**1. Performed edits and updates to documents based on directions provided by seniors to meet quality standards and basic proofreading, copyedit deliverables as assigned.
2. Acquired and developed language skills, including grammar, punctuation, spelling, word choice and formatting.
3. Reviewed and edited content for style, spelling, basic grammar, punctuation, formatting and consistency to ensure readability with minimal guidance.
4. Developed an eye for detail, accuracy and consistency in formatting and style

**Project Manager****Company: IT Industry**As Experienced **Project Management Operations**, my roles and responsibilities involved* Ensure proper coordination between different teams like the Global/Regional teams, Organization Onsite /offshore Teams.
* Overall project management including task level scheduling, status reporting, operational issues.
* Ensure cross team communication as required.
* Ensure project scope and project issues are managed rigorously and communicated to the appropriate parties.
* Define a formal sign off process that ensures documented feedback and approval on project deliverables.
* Review and approve work documents from team members and Invoicing.
* Primary point of contact from Organization side with all organizational areas relative to the project.
 |
|  |  |

 Yashoda T.J