



# ELLAKKIYA B



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Chennai, Tamil Nadu

## About Me

Skilled in creating clear documentation, troubleshooting guides, and AI-driven content. Expertise in MS Word, Adobe FrameMaker and open-source resources to improve user experience and self-service support.

## Skills

- Microsoft Office - Word, Excel, PowerPoint
- Adobe Rob help
- Adobe FrameMaker
- Microsoft Manual of Style for Technical Publications
- Copyediting & Proofreading
- Research & data analysis
- XML-based content creation (Author XML)
- Technical Writing & Documentation
- DITA XML
- SEO writing
- Document Development Life Cycle (DDLC).
- Software Development Life Cycle (SDLC)

## Education

B.E. (Computer Science)  
Arunai Engineering  
College, T.V.Malai  
PERCENTAGE : 77%

HSC  
Bethel Matric HSS, Vellore  
PERCENTAGE : 78%

SSLC  
Bethel Matric HSS, Vellore  
PERCENTAGE : 80%

## Experience

### Smart Entry IT Infrastructure (2024 - 2025) Technical Writer

Created clear, factual content explaining product functionality, features, and usage, ensuring accessibility for both technical and non-technical users.

Analyzing Work Scope and creating Product Development Document (PDD) and schedule for updating existing features and adding new features.

Coordinating with the Developers, Subject Matter Experts (SMEs), Product Support Engineers (PSEs), and Product Line Managers (PLMs) for inputs.

Self-reviewing, proofreading, and editing the content.

Publishing the document - Generating or transforming the sources into various formats (PDFs and HTML).

Sharing the initial draft to Technical Editors for internal QC review

Addressing internal QC comments and Technical Review comments.

Publishing the final source, PDF, and HTML version on the customer website.

Peer-reviewing the documents shared by other writers.

### Freelancer, Taylor and Francis Books (2019 - 2022) Editorial Quality Management, Chennai

Edited manuscripts for various genres, including fiction, non-fiction, and young adult, ensuring consistency, clarity, and accuracy.

### Apex CoVantage Pvt Ltd, Taylor & Francis Books (2018 - 2019) Copy Editor, Chennai

Edited manuscripts to ensure grammatical accuracy, clarity, and overall quality.

Implemented quality control measures to uphold publishing standards and enhance the final output.

Assisted authors in refining their narratives while maintaining their unique voice and style.

**Thomson Digital Pvt Ltd, Springer and Taylor & Francis Books (2017 – 2018)**

**Associate Mater Editor, Chennai**

Copyedited manuscripts and handled XML output to view the book online.

Having hands on experience in Mathematical coding in Latex.

**Scientific Publishing Pvt. Ltd. (2014 – 2017)**

**Technical Editor, Springer Books, Chennai**

Successfully managed and edited a wide range of book projects, ensuring high-quality output that met stringent academic standards. Handled complex Tex files and worked in Latex tool.

Transitioned into project management, where I coordinated cross- functional teams to streamline processes and improve project delivery timelines.

**Deccan I Services Pvt. Ltd. (2013 – 2014)**

**XML Operator, Chennai**

Worked for one year as an XML operator in E-publishing.

Worked on mathematical equation coding in articles and moved to Quality Check team.