

# PREETHI V

## E-Learning Quality Analyst

(QA | Storyboarding | Articulate Development | Translation)

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Chennai - 603203

## Summary

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Quality Analyst, Content Writer and Articulate Developer with 2+ years of experience ensuring content accuracy, creating learner-focused scripts, supporting Level 1 and 2 instructional flows, developing Articulate-based modules, validating SCORM/LMS functionality, and handling Tamil translation and localization

## Work Experience

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### E-learning Content & Quality Analyst

Novac Technology Solutions | Perungudi

April 2023 – December 2025

#### Roles & Responsibilities

- Ensure the quality and accuracy of e-learning content across multiple platforms
- Review and test e-learning modules for functionality, compliance and user experience
- Collaborate with Instructional Designers, Developers and SMEs to identify issues and provide feedback
- Develop modules using Articulate Storyline and quality check

#### Achievements

- Improved overall content accuracy and learner experience through detailed QA reviews
- Recognized multiple times as 'Star of the Month' for performance and quality contributions

#### Additional Experience

- Provided Tamil translation and Localization for e-learning content
- Supported voice-over coordination and audio reviews
- Assisted in workflow coordination and vendor management activities

## Content & Quality Assurance Skills

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- Content review, Proofreading (Grammar accuracy & Language enhancement)
- Scriptwriting for e-learning audio/video narration
- Assessment and Scenario-based quiz development, Gamification strategy and Interactive learning design
- SCORM Cloud and LMS testing, UAT and Cross-platforms compatibility testing
- Accessibility and Compliance Validation (Section 508)
- Mobile-responsive testing (Android & iOS)

## Education

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### M.A. Tamil Literature | 86%

Madras Christian College | Tambaram

June 2020 – May 2022

- Served as Cultural Secretary and was recognized as Best Cultural Secretary for leadership and event coordination

### Higher Secondary Education

St. Joseph's Matriculation Higher Secondary School | Maraimalai Nagar

May 2017

- Awarded Best Team Captain for leading and coordinating team activities successfully

# Internship

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## Intern Teacher

MCCRSL Higher Secondary School | Tambaram

- Gained hands-on experience and supported daily operations as part of my postgraduate program

# Achievements & Awards

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## State-Level Painting Contest

Painting selected for inclusion in the Tamil Nadu government calendar, showcasing creative and artistic talent

# Involvement & Recognition

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Served as a Judge (twice) for Interschool Drawing and Painting Competitions, evaluating creativity, technique, and presentation

# Tools

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- Articulate Storyline (Basic)
- Canva
- MS Office

# Skills

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- Clear Communication
- Leadership
- Team management
- Attention to detail
- Adaptability
- Cross-Team Collaboration

# Projects

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Worked on major projects like,

- Axis Bank
- Dr. Reddy
- SRM
- RBI Chennai
- Piramal
- Cognizant
- RBI Mumbai
- JSW Cements
- Amway
- IndianOil
- TVS
- Rustomjee
- Bank of Baroda
- Bridgestone
- K Raheja

# Language

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- Tamil
- English