

(Technical Writer Resume – www.how-to-write-anything.com)

BOB J. KUMAR

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**OBJECTIVE:** [If applying for a specific position] To contribute to the success of the ABD Corporation as their Senior Technical Writer in Communications Department and utilize my extensive background software and hardware documentation, single-sourcing, and technical illustration.

**OBJECTIVE:** [If not applying for a specific position] Seeking for a senior Technical Writing position to utilize my extensive background in software and hardware documentation, single-sourcing, and technical illustration.

### **CAREER PROFILE**

- ◆ Excellent writing skills.
- ◆ Engineering background.
- ◆ Ability to interview Subject Matter Experts and compile technical information.
- ◆ Proven graphic and technical illustration skills.
- ◆ Project management experience.

### **WORK EXPERIENCE**

#### **AMERICAN DOCUMENTS CORP.**

Senior Technical Writer

Austin, TX

January 2007 — October 2009

- ◆ Wrote User Guides and System Admin Guides for Fortune 500 corporations.
- ◆ Designed a single-sourcing system for the company's top client and increased annual corporate revenue by 14%.
- ◆ Led a team of 4 technical writers in various projects.

#### **XYZ COMMUNICATION SOLUTIONS**

Technical Writer and Illustrator

Boston, MA

June 2005 — April 2007

- ◆ Wrote 16 Quick Start Guides for a software client .
- ◆ Created technical illustrations for installing alarm systems.
- ◆ Trained junior-level engineers in writing technical reports.

#### **WHITE PLAIN UTILITIES**

Technical Writer

Albany, NY

June — August 2004

- ◆ Transferred legacy documents to online help files.
- ◆ Created XML schemas to facilitate the company's structured documentation efforts .
- ◆ Designed and wrote user guides for all component power systems used by the company.

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**WELLINGTON ADVERTISEMENT GROUP**

Technical Writer

Albany, NY  
August — October 2003

- ◆ Wrote Rules and Guidelines Manual for the HR Department.

**EDUCATION**

**University of Rhode Island**, School of Communication  
Bachelor of Arts, Technical Writing

Kingston, RI  
May 1999

**MEMBERSHIP**

Member, Society for Technical Communication, Arlington, VA, 2001 — present  
Senior Member, NOVA Technical Illustration Club, Washington, D.C., 2004 — present

**REFERENCES** available upon request.