

JAY J. DAVE

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OBJECTIVE: Technical Writer / Content Developer (eLearning/WBT)

PROFESSIONAL SKILLS

- Publication Production: MS Office, Framemaker, Acrobat, InDesign, Adobe Design Suite, DITA/XML (Oxygen XML, SDL Tridion CCMS, Madcap Flare, Robohelp), Visio, JIRA
- Web Based Training: Adobe Captivate/Presenter, Articulate Studio/Storyline, Camtasia
- Web Development: HTML, CSS, Word Press, Java Scripts, PHP, MySQL
- Knowledge of System/Network Administration, Network Security & Cloud Computing
- Knowledge of 3D CAD Systems: AutoCAD, Solidworks, Inventor, Pro/E, GD&T

ONLINE PORTFOLIO

- <http://www.jaytraders.com/>

WORK HISTORY

Technical Writer (DITA/XML & CCMS) (Applied Materials. 11/19-Present)

Technical Publication with DITA XML and CCMS (Component Content Management System).

- Creating Manuals and Process Procedures with Oxygen XML, Framemaker and Acrobat
- Publishing multiple output and management of version control with SDL Tridion publisher
- Management of projects, workflow process and collaborative review using Atlassian JIRA
- Providing guidance and suggesting BKM (best known methods) for clarity, consistency and efficiency of document production process
- Developing graphics and illustrations with Adobe Illustrator, Photoshop, Snag it

Sr. Technical Writer / Training Developer (Eugenus Inc. 04/14-09/19)

Development of Technical Publication, Engineering Documentation and Web Based Training.

- Exclusively working with Engineers/SMEs on Systems Operation and Configuration
- Documenting Software UI and configurations of Electromechanical & Robotic component
- Configuring RPA (Robotic Process Automation) with macro scripting and programming
- Writing System Manuals, Procedures, OMS, Checklists and Engineering Data Specifications
- Managing collaborative review of System Manuals for quality and accuracy of information
- Developing documentation layout, templates, forms and processing ECOs (for Doc-Control)
- Successfully introduced and established Web Based Training of System Software and System Configurations (for Field Service Personnel and Global System Technology Support group)
- Providing training to Interns, New Hire and Offshore Team on Engineering/System Processes

Technical Writer / Graphics Illustration (*Nanometrics Incorporated. 05/12-03/14*)

Developing documentation of Semiconductor Metrology processes of complex electro-mechanical systems, software operations and data storage servers.

- Developing System Manuals for Software Configuration and Hardware Calibration/Tests
- Hands-on assembly/installation of NanoGen Product (Data Storage Unit and Server Racks)
- Documenting Installation, Virtualization and Configuration processes of Data Storage Units
- Working with System Engineers/Operations to identify, plan and develop system processes
- Developing and documenting Standard Operating Procedures for ATLAS XP+ Products
- Creating illustrations from CAD drawings, System Schematics/Diagrams, and Photographs

Technical Content Writer / CMS Developer (*Novellus Systems. 02/10-04/12*)

Developing documentation of Semiconductor Equipment related to Wafer and Microchips for manufacturing and operations.

- Transforming documentation into Cell Fusion CMS system for manufacturing operations
- Documenting Process Procedures, Operational Method Sheets and Work Instructions
- Working with manufacturing and engineering to resolve product specific issues related to form, fit and function of parts, drawings and/or bill-of-materials

Technical Content Writer & eLearning / WBT Developer (*Cisco Systems. 05/08-10/08*)

In Corporate Learning & Development department, created eLearning modules and delivered Web Based Training for Cisco's Global Workforce Education Center.

- Designed and developed ERP Systems demonstration (simulation) for eLearning and WBT
- Developed business processes and documentation for IT Infrastructure products
- Technical Content Writer for online help, eLearning courses and operation processes
- Using WebEx, facilitated as a host and moderator in delivery of Web Based Training to Cisco's Global workforce (participants in each session range from 25 to 250, worldwide)

Technical Writer / Graphics Illustration (*KLA-Tencor Inc. 01/05-03/08*)

Technical Documentation / Industrial Engineering (*KLA-Tencor Inc. 03/01-05/02*)

Successfully lead the training project and delivered training to KLA India team. Also, lead the documentation development projects related to business operations.

- Involvement in strategic instructional design processes and course materials
- Designing, developing and managing VFI application, which is a CMS system that displays an interactive web based navigational structure of company products
- Documented User Guide, Process Procedures, Technical & Installation Manual for Customer, Manufacturing Operation, Maintenance and Field Service Technicians
- Utilizing CAD and BOM database systems such as ProE/Intralink, SAP, Oracle, Matrix One
- Illustrating 2D, 3D, exploded and section views using Adobe Illustrator and Photoshop

EDUCATION: BS – Industrial Technology & Computer Information System (SJSU '95)