

JAY J. DAVE

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

WORK HISTORY

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

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

- Actively working with Product Management and Engineering to develop publication roadmap as well as presenting status reports and updates
- Creating Manuals and Process Procedures with Oxygen XML, Framemaker, Word, 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, illustrations and videos with Photoshop, Illustrator, Snag it
- Mentoring other Tech Writers on DITA XML, Framemaker, Word, Adobe Acrobat, JIRA

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 Support group)
- Providing training to Interns 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

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, NX, Inventor, Pro/E, GD&T

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