

Ransom Olukotun

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Objective

To obtain a challenging and dynamic Technical Writer position where I can apply my skills in translating complex information into simple and engaging content, conducting research, and writing to produce high-quality technical documentation. Proven ability to manage and maintain SharePoint sites, provide functional support to users, and develop and maintain intranet content.

Experience

- **PipeDrive** May 2020 - February 2022
Freelance Technical Writer
 - Wrote and edited technical documentation for software products, including user guides, release notes, and API documentation.
 - Collaborated with cross-functional teams, including developers, product managers, and quality assurance engineers to gather information and ensure the accuracy of documentation.
 - Created and maintained documentation standards and style guides
- **Emera Technologies (ETL)** June 2021 - October 2021
Freelance Technical Writer
 - Created and administered a document management process in SharePoint, with Power Automate approval flows and periodic review triggers.
 - Created a standardized set of templates and instructions for all document types.
 - Developed and provided training to all users.
 - Worked with engineers and management to write processes, SOPs, product requirements, monitoring and evaluation plans, and training materials, and developed a change management policy and process with supporting documentation.
- **VPS Server** July 2017 - August 2018
Technical Writer Intern
 - Assisted in the creation and editing of technical documentation for software products.
 - Worked with cross-functional teams to gather information and ensure the accuracy of documentation
 - Participated in the development and implementation of documentation standards and style guides.

Education

- **Rivers State University** 2019
Marine Engineering/ B. Tech
3.68

Skills

- Strong writing and editing skills
- Ability to maintain and update current content to be in line with the most recent release notes
- Excellent research and analytical skills
- Ability to translate complex information into simple and engaging content.
- Proficient in creating tutorials and guides in the form of articles and videos.
- Strong collaboration and interpersonal skills
- Ability to contribute to the development of key messages for the company.