

Candidate Profile



Rodica Buga

is running for the position of substitute delegate.

Academic background:

University Spiru Haret, Faculty of Sociology-Psychology - bachelor degree

Professional career:

I have been working in the software documentation field for more than 20 years and this is the place where I belong. I am interested in constantly learning new tools and technologies, and especially in being close to technical experts from different domains, looking for the opportunity to gain experience and grow. Besides gaining knowledge, my self-development benefited a lot from my experience throughout different working places, and especially from the wonderful people I met along this journey.

Here is an overview of the different roles I have played during my work experience:

- Software technical writer for different fields, such as cybersecurity, civil engineering, health sciences, cloud technologies, telecommunications).
- DocOps (design and apply documentation migration processes, API documentation workflows).
- Information architect (especially after working with large documentation projects authored in DITA).
- Content writer (news, articles, advertorials, commercial brochures).
- Technical editor for different types of documents, web pages, XSL stylesheets, MS Word templates, newsletters, images, video tutorials using HTML/CSS, MS Office, Adobe, or other editing software.
- Social sciences researcher, following my sociology studies (I got the chance to take part in several social / marketing research projects)

Professional experience in technical communication:

This is my technical communication career history:

- 2022 - present: Senior Technical Writer at VIAVI Solutions (NSE division)
 - * Update documentation for Observer GigaTest, Fusion and NPTS (network test solutions for enterprises) using DITA and GIT.
 - * Managing documentation updates for the Automated Mobility Solutions (AMS) suite including the products NITRO Mobile, NITRO GEO, NITRO LI.
 - * Planning the documentation work and assign tasks across the Tech Pubs team.
- 2019 – 2022: Senior User Assistance Developer at Oracle Health Sciences Global Business Unit
 - * Research, design, and implement documentation migration processes from AuthorIt and RoboHelp platforms to DITA.
 - * Research the API documentation process within Oracle premises and implement an API documentation workflow for the HSGBU department.
 - * Update swagger strings for REST API documentation in CloudLab GIT repository.
 - * Write, publish, and maintain documentation for Oracle Health Sciences Safety products.

- 2013 - 2019: Senior Technical Writer at Bitdefender
 - * Design, write and maintain the documentation for Bitdefender enterprise products (User Guides, Quick Start guides, Reviewer's Guides).
 - * Write release notes documents for product updates.
 - * Write and revise knowledge base articles for Bitdefender business products.
 - * Manage localization using the internal translation platform and work with the localization teams.
 - * Actively involved in product development by designing and revising user interface texts, submitting bugs and improvement requests:
 - * Provide product usability feedback to PMs.
 - * Restructure the Bitdefender Enterprise documentation including the information architecture and the xml coding.
 - * Create and maintain the Bitdefender Enterprise documentation style guide.
 - * Host internal workshops about how to write documentation topics, work with image files.
- 2004 - 2012: Documentation Writer at GRAITEC
 - * Copywriting (news, newsletters, press releases, ads, technical articles).
 - * Web design (HTML, CSS, website update and maintenance, SEO).
 - * Graphic design (icons and bitmaps, banners, brochures, posters, flyers).
 - * Team lead (assign tasks, follow deadlines, training).
 - * Write documentation for the finite elements analysis software Advance Design in English and French, using information and data gathered from engineers and software developers.
 - * Proofread and manage translation of the software UI in English, French and Romanian.
 - * Report the defects found in the software.
- 2002-2004: Technical Editor at PGR Impex 2000 S.A
 - * Edit images and text for technical documents (user guides, technical sheets, AutoCAD drawings) following strict rules and deadlines.
 - * At PGR I have gained a strong copy-editing proficiency following an intensive training period and working for almost 2 years only by tight deadlines, having to comply with specific technical requirements (formatting templates, strict rules for image processing)

Goals for my role as delegate:

- Grow the technical writing community in Romania (meet the professionals, understand their challenges, share knowledge)
- Help with meeting the future challenges of this profession (future trends, employment issues, training and education)
- Help with adding technical writing to The Romanian Classification of Occupations (COR) - this is a contribution I would like to bring to my country but I am lacking knowledge and support, but willing to learn and do.