

# Maria Sivenkova

B.A., M.A., PhD

Senior Technical Writer  
at a cybersecurity company

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## OBJECTIVE

Position as Senior  
Technical Writer at a  
cybersecurity company

## QUALIFICATION PROFILE

- Strong analytical skills and passion to explain difficult topics in an easy way
- Project management skills at 2 software startups

- Writing user's manuals for telecommunication software and tutorials for a SaaS cybersecurity platform
- Technical skills in managing software documentation projects

## PROFESSIONAL BACKGROUND

**Autobahn Security GmbH**  
**Jan. 2022 – ongoing**

- Write cybersec tutorials
- Manage the writing process
- Write blogs
- Write UI copy

PROFESSIONAL BACKGROUND

**VPIphotonics GmbH**  
**June 2015 – March 2022**

- Create and manage end user documentation (10 user’s manuals, about 5000 pages)
- Interact with the following groups of stakeholders to generate content:
  - software developers
  - application engineers
  - project managers
  - marketing department
- Assist in marketing activities (review scripts for company videos, proofread brochures)
- Contribute with layout and videography skills using Adobe InDesign, Illustrator, Photoshop, and Davinci Resolve
- Trainings in technical communication
- Managed content for online sales events
- Interacted with brand managers and suppliers to organize campaigns
- Team leadership (8 persons in Smolensk, 4 persons on site)
- Acquired customers and managed Russian-language advertising campaigns in online and print media
- Translated advertising copy from German and English into Russian and from Russian into German and English for print and online media
- Resolved technical issues for Russian-speaking customers of an IT company
- Took part in several training programs to acquire new skills

**Kupi VIP GmbH**  
**June 2014 – June 2015**

**RusMedia Group**  
**Feb. 2013 – June 2014**

**Convergys (Stream Global Services GmbH)**  
**August 2013 – June 2014**

PROFESSIONAL BACKGROUND

**Minsk State Linguistic University**  
**Dec. 2006 – July 2012**

**VPI Development Center (VPIsystems)**  
**Jul. 2000 – April 2005**

**SOLAR Laser Systems**  
**June 1999–June 2000**

**Foundation “Insieme per il futuro migliore”**  
**May 1998–May 1999**

EDUCATION

**2003–2006 (PhD)**  
**2001–2002 (M.A.)**  
**1996–2001 (B.A.)**

- Developed and taught several academic courses:
  - academic writing
  - English for specific purposes
  - linguistic pragmatics
  - corporate communication
- Performed research and presented results at scientific events and coaching courses
- Supervised research at graduate and postgraduate levels
- Organized several international academic conferences
- Created and managed documentation for software programs (Adobe FrameMaker)
- Managed a documentation group of four employees responsible for user’s manuals and the Intranet
- Managed a CRM software system
- Translated specifications and business correspondence
- Assisted during marketing events (e.g., exhibitions)
- Intern responsible for preparing holiday travel for Chernobyl children

Minsk State Linguistic University:

- PhD in linguistics
- Master of Arts in English
- Bachelor of Arts in English

## ACCOMPLISHMENTS

- Graduated with honours
- PhD grant awarded by the Belarusian Ministry of Education
- 70 publications in Russian and English as a linguist and associate professor



## HOBBIES

- Blogging at Instagram with daughter Anastasia about music
- Playing the piano and guitar and singing

## SALARY EXPECTATIONS

65 000 EUR annually

## START DATE

June 2023

Berlin, 08.02.2023

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