

Marina Vinogradova

Lead Technical Writer

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SUMMARY

A team leader and senior technical writer with 5+ years of experience. Expert in the development of clear, concise, and comprehensive documentation. Built processes for technical writers in cross-functional teams, documentation technical environments, documentation standards, various documentation portals with over 1650 web pages, a competency matrix, educational courses, and materials from scratch for years.

PROFESSIONAL EXPERIENCE

Senior Technical Writer

Mar 2024 - Apr 2025

Emerging Travel Group, Remote

A software development company providing world-spread hotel booking opportunities to businesses.

- Changed the direction of using Postman as a documentation portal to using Docs as code approach.
- Developed the documentation portal from scratch on the technology stack: Git, GitLab, Hugo, Hextra, Markdown, Go templates, HTML, and CSS.
- Developed and maintained the public documentation for REST API (over 140 web pages in English), its style guide, and other internal documentation.
- Created, maintained, and collaborated in the technical writers' processes in the development team: a product manager, developers, QAs, and support.

Team Leader

Dec 2023 - Apr 2025

01.tech, Serbia

An IT company providing software development solutions and IT system integration for businesses.

- Implemented the direction of using Docs as code approach to build the documentation portal.
- Developed and maintained the documentation portal from scratch on the technology stack: Git, GitLab, VitePress, Markdown, HTML, and CSS.
- Developed, reviewed, and maintained the private documentation for the complex platform (over 180 web pages in English and the same in Russian), its style guide, and other internal documentation.
- Created, maintained, and collaborated in the technical writers' processes in the development teams: product owners, team leaders, business analysts, QAs, designers, and copywriters.
- Led the hiring processes from start to end, interviewed, and hired 2 technical writers for the team.
- Managed a team of 2 senior technical writers.
- Planned the present and future of the department documentation.

Senior Technical Writer

Nov 2023 - May 2024

FKK Business Solutions, Remote

A Russian software development company providing opportunities for cargo transportation management to businesses.

- Maintained the documentation portal on the technology stack: Confluence, Git, GitHub, SpectaQL, and TypeScript.
- Developed and maintained the private documentation for GraphQL API (over 150 web pages in Russian), its style guide, and other internal documentation.
- Created and collaborated in the technical writers' processes in the development team: a product manager and developers.

Senior Technical Writer

Jun 2023 - Sep 2024

ADO VK, Remote

A Russian software development company providing ADO (Advertisement Data Operator) opportunities to people and businesses for registering Runet advertisements.

- Maintained the 3 documentation portals on the technology stack: Git, GitLab, VuePress, Mermaid, Markdown, HTML, CSS, Swagger, and Swagger UI.
- Developed and maintained the public documentation for the web application, REST API specification, REST API guide (over 75 web pages in English and the same in Russian), its style guide, and other internal documentation.
- Created, maintained, and collaborated in the technical writers' processes in the development team: a product owner, a team lead, developers, analysts, QA, and support.

Course Author

May 2023 - to present

Self-employment, Remote

- Created a technical documentation course for beginners in Russian (vinogradova-docs.com).
- Conducted 2 rounds of lectures, practice meetings, and consultations (21 online meetings for one round).
- Reviewed students' homework and the course task.

Technical Writer

May 2022 - Jun 2023

VK.com, Remote

A Russian software development company providing opportunities within the VK.com social network.

- Maintained the documentation portal on the technology stack: Git, GitLab, own CMS, and Markdown.
- Developed and maintained the public documentation for the web application, Mini App technology, REST API specification (over 150 web pages in Russian), its style guide, and other internal documentation.
- Collaborated with the development team: a product owner, a team lead, developers, analysts, and QAs.

Technical Writer

Aug 2021 - May 2022

Digex Co (Arrival), Remote

An outsourcing IT company providing software development solutions and IT consulting.

- Developed and maintained the private documentation for the complex platform, mobile application, REST API (over 30 PDF documents in English), its style guide, and other internal documentation.
- Created, maintained, and collaborated in the technical writers' processes in the development team: a product owner, a team lead, developers, analysts, and QA.

Technical Writer

Nov 2021 - May 2022

VK Cloud Solutions (VK Cloud), Remote

A Russian software development company providing cloud-based opportunities to businesses.

- Maintained the documentation on the technology stack: Git, GitLab, own CMS based on Antora, and AsciiDoc.
- Developed and maintained the private documentation for the cloud-based product (over 150 pages in Russian), its style guide, and other internal documentation.
- Collaborated with the development team: a product owner, a team lead, developers, analysts, and QAs.

Technical Writer

Nov 2019 - Aug 2021

Xsolla, Russia

An IT company providing software development solutions in the GameDev area to businesses.

- Maintained the documentation portal on the technology stack: Git, GitLab, Hugo, Markdown, HTML, CSS, Serge, Smartcat, Stoplight, and Swagger.
- Developed, reviewed, and maintained the public documentation for the complex platform, REST API, SDK (over 200 web pages in English and the same in Russian), its style guide, and other internal documentation.
- Developed and maintained user interface and marketing copies for 3 company products (English and Russian).
- Created, maintained, and collaborated in the technical writers' processes in the development team: a product owner, a team lead, developers, analysts, designers, QAs, and support.

- Developed and conducted lectures about technical documentation for Xsolla Summer School (2020, 2021) and HSE university (3 months).
- Trained new technical writers, mentored technical writers for 3 months each, and participated in technical writer grade evaluation.
- Developed the competency matrix for Junior, Middle, and Senior grades.
- Replaced the technical documentation team lead 2 times for their vacations.

EDUCATION

Perm State National Research University, Bachelor's degree, Computer Science, 2020.

LANGUAGES

Russian: Native, English: C1.

SKILLS

Team Management, Technical Writing, Guides, How-tos, Tutorials, References, CLI reference, Changelog, Release notes, Copywriting, Teaching, Mentorship, Agile, Docker, Git, GitLab, GitHub, Hugo, VuePress, VitePress, HTML, CSS, Markdown, AsciiDoc, restructuredText, Mermaid, REST API documentation, Stoplight, OpenAPI (Swagger), Postman, GraphQL API documentation, SpectaQL, Serge, Smartcat, Google Suite, Slack, YouTrack, Jira, Confluence, Microsoft Office, SDK documentation, Java, JavaScript, TypeScript, C#, Go, Python