

# OMKAR SONTAKKE

## TECHNICAL PROPOSAL WRITER

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### PROFESSIONAL OVERVIEW

- Creative, results-driven, and highly self-motivated content writer with a strong foundation in research and education.
- My experience has honed my analytical and research skills, enabling me to produce technically sound, comprehensive documents. I am eager to leverage my background in the Defence industry and machine learning with my passion for writing.
- Currently seeking opportunities to contribute to a dynamic team and produce compelling work.

#### Core Skills:

Proposal Writing | Design Thinking | Effective Communication | Collaboration

Microsoft Office Suite | Canva | Editing | Creative Writing | Content Management System

### WORK EXPERIENCE

**CONTENT AND PROPOSAL WRITER** - Skylark Labs, Pune

Jul 2024 - Nov 2024

- Skylark Lab's core product line involves applications of Computer Vision Technology paired with a multi-sensor, multi-modal, hardware agnostic platform based on the ML framework.
- Part of the Business Development Team, tasked with writing proposals to Defence procurement agencies in the U.S. and Indian Defence Ecosystem.

#### Skills & Expertise: -

##### 1. Proposal Writing

- In the Defence industry, Defence procurement agencies publish requirements for solutions to specific challenges through various industry platforms. Proposals are a documentation submitted by a Defence industry company to outline and detail their approach with product capabilities used to address the given problem statement.
- To this end, my job at Skylark Labs entailed understanding various product lines and drafting a proposal which highlighted the use case of the product to solve the given problem statement. The proposal contains details about the applicable technology, scenarios in which it has been tested (machine learning model applied to the proprietary training data), and operational parameters.

## 2. Technical Documentation

- Proficiency in creating technical documentation.  
This involved creating Product manuals, Technical volumes, White papers, Videos, Flowcharts, Quad charts, Technical illustrations, Cost volumes and Capability statements.
- My primary task as a proposal writer involved obtaining inputs from the engineering team, researching on the relevant areas, and processing these inputs to make documentation that satisfies the problem statement requirements within technical capabilities and as per the Defence platform specific standards.
- I had control and ownership in presenting technical data from idea-inception to final presentation.

**DATA RESEARCH ANALYST** – Non-Water Sanitation - Germany, Pune

Feb 2018 - Sep 2018

- Headed a team, which conducted a sanitation research survey across 10 villages of Pune District, it involved Interviewing households, to gather critical data on the state of sanitation and hygiene.

### **Skills & Expertise: -**

Survey Design | Report Writing | Policy Analysis and Research

**TEACHING FACULTY** - Door Steps School, Pune

Nov 2016 -Mar 2017

- Actively contributed to the 'Grow with Books' School Intervention Program, whose objective was to improve the learning outcomes, classroom attendance, and academic participation.
- I focused on providing remedial learning support to students by strengthening their core numeracy and literacy skills.

### **Skills & Expertise: -**

Teaching | Lesson Planning | Creativity | Presentation | Collaboration

## EDUCATION

**DEGREE: BACHELOR OF ARTS**

Jun 2016 - Jun 2019

Fergusson College, Pune,  
*Savitribai Phule Pune University, Pune*

Major in English Literature, with Minor in Political Science  
and Sociology

Grade: O CGPA:9.53

**DIPLOMA: Geo-Politics and International Relations**

Jun 2017 - Jun 2018

Jagannath Rathi Vocational Guidance & Training Institute,  
*Deccan Education Society, Pune*

One year Diploma in Geo-politics and IR  
Grade: DISTINCTION

## CERTIFICATIONS

<b>Business Writing</b> <i>University of Colorado, Boulder</i>	May, 2024
<b>Introduction to Google Search Engine Optimization</b> <i>University of California, Davis</i>	May, 2024
<b>Foundations of Project Management</b> <i>Google</i>	May, 2024
<b>Digital Content Planning</b> <i>University of Illinois at Urbana-Champaign</i>	May, 2024
<b>Big Data &amp; Language-1</b> <i>Korea Advanced Institute of Science and Technology</i>	Mar, 2024
<b>Artificial Intelligence on Microsoft Azure</b> <i>Microsoft</i>	Feb, 2024

## AWARDS AND ACHIEVEMENTS

**Published Author:**

*An Ode to Everyday Intimacies: The Remnants of Phoenix*, BookLeaf Publications.

**Awards:**

*21st Century Emily Dickinson Award*, for outstanding contributions to contemporary literature. (April 2024)

## ACTIVITIES & INTERESTS

Hiking | Photography | Writing travel diaries | Outdoor Sports | Yoga