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|  | **Ishwariya R**  Content Developer & Creative Writer   |  |  | | --- | --- | | **Address** Bangalore, India 560100  **Phone** 7829300281  **E-mail** Ishwariyaram03@gmail.com |  | |  |  |

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| Committed to resolving problems and maintaining accurate metrics and reports. Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet the goals. Detail-oriented team player with strong organizational skills. Ability to handle multiple projects simultaneously with a high degree of accuracy. Have excellent verbal and written communication skills with flexible schedule and superior work ethic.     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  | **Skills**   |  |  | | --- | --- | |  | Team player  Advanced |  |  |  | | --- | --- | |  | Problem Resolution  Advanced |  |  |  | | --- | --- | |  | Client Relationships  Advanced |  |  |  | | --- | --- | |  | Team Leadership & Development  Advanced |  |  |  | | --- | --- | |  | MS Office  Advanced |  |  |  | | --- | --- | |  | User support  Advanced |  |  |  | | --- | --- | |  | Operations management  Advanced |  |  |  | | --- | --- | |  | Extremely quick learner  Advanced |  |  |  | | --- | --- | |  | Creative writing  Advanced |  |  |  | | --- | --- | |  | Proofreading  Advanced |  |  |  | | --- | --- | |  | Blogging knowledge  Advanced |  |  |  | | --- | --- | |  | Trend Analysis  Upper intermediate | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  | **Work History**   |  |  |  | | --- | --- | --- | |  | **Dec 2022 - Current** | **Translator**  *IVAKYA Solutions LlP, Bangalore*   * Replicated flow, style, and overall meaning of original texts. * Reviewed final works to spot and correct errors in punctuation, grammar, and translation. * Applied cultural understanding to discern specific meanings beyond literal written words. * Prepared comprehensive glossaries and terminology databases to facilitate analysis. * Updated existing translations to meet contemporary trends in communication. * Researched cultural etiquette and specific use of slang words. * Maximized quality control of translated documents and handled average of 2000 words per day. |  |  |  |  | | --- | --- | --- | |  | **Apr 2021 - Current** | **Content creator & Translator**  *Pepper(Free lancing), Bangalore*   * Pepper content (Freelancer, Worked on content creation of multiple pilot projects * Rapido, Turno, Digi Insurance, Mylo, Sharechat and Amway are primary clients * Have completed around 1048 in short span and awarded as creator most rated by clients. * Crafted dynamic content marketing pieces for broad client base to drive consumer awareness of brands. * Strengthened content through proofreading and editing |  |  |  |  | | --- | --- | --- | |  | **Jan 2023 - Current** | **Story Editor**  *Free Lancing, Bangalore*   * Prepared, rewrote, and edited pieces to improve readability and impact. Proofread, edited and evaluated final copy to verify content aligned with established guidelines. * Organized collected information to produce well-written articles. * Wrote fiction or nonfiction prose such as short stories, novels or biographies as well as advertising material for use in promoting sale of goods and services. * Suggested improvements to content to enhance quality and accuracy under guidance of "Dr. P. Ponmurugan, M.Sc., M.Phil., M.Tech., Ph.D., Associate Professor, Department of Botany, BHARATHIAR UNIVERSITY " |  |  |  |  | | --- | --- | --- | |  | **Jul 2021 - Sep 2022** | **QA Academic Validator**  *Embibe, Bangalore*   * Established quality of file according to relevant subject * Preformed analyzation of sync between on-screen content and translation * Worked on scripts, questions & answers * Cross-verifying terminologies according to Tamilnadu school boards * Handling a small team called media and which provides an animated educational video content * Transcribing the video content and converting the same to the digitalized portal. * Ensured edited texts are readable, precise, and ready for publishing. * Adaptable and proficient in learning new concepts quickly and efficiently * Managed time efficiently in order to complete all tasks within deadlines * Assisted with day-to-day operations, working efficiently and productively with all team members |  |  |  |  | | --- | --- | --- | |  | **May 2020 - Jan 2021** | **Copy Editor**  *Opoyi Private Limited*   * Have worked on the real-time news day in and day out * Portrayed clear, creative work with simple terminology according to the targeted audience * Analysed and ensured the source before publishing any breaking news which goes on live * Worked with WordPress for publishing the news * Ensured edited texts are readable, precise and ready for publishing. |  |  |  |  | | --- | --- | --- | |  | **Nov 2018 - May 2021** | **Content Developer & Project Coordinator & Translator**  *Multibhashi PVT Limited*   * Worked with clients such as Khatabook, Meesho, Change Jar, No broker, Bijak, Udaan, Lets transport, Money Tap, Freo pay, and Moeving * Prepared a variety of different written communications, reports and documents to ensure smooth operations * Recognizing any discrepancies and addressing them in a timely fashion * Participated in continuous improvement by generating suggestions, engaging in problem-solving activities to support teamwork * Strengthened content through proofreading and editing. * Worked with transcription through the LOFT & Audacity tool. |  |  |  |  | | --- | --- | --- | |  | **Mar 2016 - Nov 2018** | **Senior Process Executive|**  *Infosys BPM Limited, Bangalore*   * Gained strong leadership skills by managing projects from start to finish. * Developed strong organizational and communication skills through coursework and volunteer activities. * Skilled at working independently and collaboratively in a team environment. * Strengthened communication skills through regular interactions with others. |  |  |  |  | | --- | --- | --- | |  | **Nov 2014 - Jan 2016** | **Assistant Manager**  *KOTAK MAHINDRA BANK, Chennai*   * Offered hands-on assistance to customers, assessing needs, and maintaining current knowledge of consumer preferences. * Launched quality assurance practices for each phase of development * Planned, created, tested and deployed system life cycle methodology to produce high quality systems to meet and exceed customer expectations. * Maintained positive customer relations by addressing problems head-on and implementing successful corrective actions. |  |  |  |  | | --- | --- | --- | |  | **Feb 2013 - Aug 2014** | **Consultant**  *Sutherland global services, Chennai*   * Liaised with customers, management, and sales team to better understand customer needs and recommend appropriate solutions. * Collaborated with teams to define, strategize, and implement marketing and web strategies. * Conferred with existing and potential customers to assess requirements and propose optimal solutions. * Maintained database systems to track and analyze operational data. * Observed packing operations to verify conformance to specifications. | |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  | **Education**   |  |  |  | | --- | --- | --- | |  | **Sep 2008 - May 2012** | **Some College (No Degree): BE Electronics And Communication**  *Anna University - Trichirappalli* |  |  |  |  | | --- | --- | --- | |  | **Jun 2006 - May 2008** | **12th: Computer Science**  *Girl's Higher Secondary School - Lalgudi* |  |  |  |  | | --- | --- | --- | |  |  | **Undergone training in “All India Radio”(AIR)**  *Trichy*  Gained intensive knowledge about transmission of sound waves and through the transmitters. | |  | |