|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Ishwariya R**Content Developer & Creative Writer

|  |  |
| --- | --- |
|  **Address** Bangalore, India 560100**Phone** 7829300281**E-mail** Ishwariyaram03@gmail.com |   |

 |  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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. |

 |   |

 |