

# Jigmee Bhutia

A Creative Marketing Content Specialist with a focus on Research & Development, Production, and Publication.

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## EXPERIENCE

**G2, Bengaluru IND** — *Research Editor*

DEC 2020 - PRESENT

Proofread assignments to detect errors and inconsistencies.

Edited and polished existing content to improve readability.

Submitted completed work via the requisite channels.

**BN1 Magazine, Brighton UK** — *Contributing Writer*

MAY 2020 - JUN 2020

Formulated texts in accordance with prescribed editorial and formatting guidelines.

Ensured that facts were properly researched.

Maintained originality in my work.

**Khel Panda, Bengaluru IND** — *Content Writer*

MAY 2018 - APR 2019

Conducted in-depth research on sports-related topics in order to develop original content.

Developed content for blogs, articles, product descriptions, social media, and the company website.

Created compelling headlines and body copy that captured the attention of the target audience.

**Sikkim Express, Gangtok IND** — *Reporter*

APR 2018 - MAY 2018

Assessed leads and pitched captivating story ideas to editors.

Ensured that all regular and recurring deadlines were met.

Used all findings to prepare clean, concise and factual articles.

## EDUCATION

**University of Lincoln, Lincoln UK** — *M.A. Journalism (Sport)*

GRADUATED SEP 2020

**Christ University, Bengaluru IND** — *B.A. Journalism (Hons.)*

GRADUATED APRIL 2019

## SKILLS

Capable of maintaining an ethical and objective standard in reporting.

Ability to meet deadlines and accurately fact-check information.

Excellent observation and judgment skills.

Superb communication and networking skills, along with an aptitude to effectively extract information.

Excellent presentation and time management skills.

Experienced in photo and video production and editing.

Proficient with essential web tools such as SEO and CMS.

Excellent writing and editing skills.

Capacity to work with minimal supervision.

Self-motivated, disciplined approach to work.

The ability to work in a fast-paced environment.

Able to handle multiple projects concurrently.

## LANGUAGES

English, Hindi, Nepali and Tibetan