



**Sanjana
Chowdhury**
Content Writer

Personal Information

Chandrakona Nivas, Nazirabad
Green Village
Kolkata- 700150
West Bengal, India

7001385756
itzsanjana93@gmail.com

Professional skills

Creative Writing
★★★★☆

Proficient in MS Office
★★★★☆

Team contribution
★★★★★

Articulate Communication
★★★★★

Unique Content Creation
★★★★★

Planning and Coordination
★★★★☆

Hobbies

- Listening To Music.
- Reading.
- Travelling.

Profile

Versatile content writer proficient in researching, writing and editing diverse content. Works with minimal input to produce engaging, authoritative and error-free work. Autonomous yet communicative with 3-year history of superior performance in remote environments. Talented professional with good multitasking, organizational and verbal and written communication skills. Expertise includes writing content on topics such as blogs, articles and service pages. Bringing 3-years of related experience.

Employment History

Content Writer - Nerdy Turtlez, Kolkata, India

June 2021

- Utilized exceptional writing, editing and proofreading skills to produce engaging and error-free content.
- Evaluated project requirements and content standards for each project to produce copy in line with creative structure.
- Wrote and edited high-quality content and visually impactful programs under deadline pressure with exciting, captivating and authentic approach.
- Used Grammarly to write and submit error-free clean copy.
- Managed competing deadlines with efficiency.
- Completed thorough research into assigned topics.

Admin Head - Score Global Educare PvtLtd, Kolkata, India

January 2021 - June 2021

- Planned and coordinated administrative procedures and systems to devise ways to streamline processes.
- Supervised clerical and administrative personnel by communicating job expectations, appraising job results and disciplining employees.
- Used personal computers and filing systems to collect, organize and store confidential information.
- Created Excel and PowerPoint presentation materials for demonstrations and client and upper management meetings.
- Monitored and procured needed supplies for office, reception and mailroom.
- Screened and managed multiple prospective high-quality recruits for employment.
- Planned and scheduled office events, including meetings, conferences, interviews, orientations and training sessions.
- Evaluated performance and policies against metrics.
- Tracked and analyzed reports to determine needed improvements.

Languages

English

Fluent

Hindi

Fluent

Bengali

Native



Employment History

Preschool Teacher - Baby Bunny Preschool, Kolkata, India

August 2020 - January 2021

- Incorporated exciting and engaging activities to reinforce student participation and hands-on learning.
- Communicated frequently with parents, students and faculty to provide feedback and discuss instructional strategies.
- Reviewed curriculum and devised alternate approaches to presenting lessons to increase student understanding.
- Promoted physical, mental and social development by implementing classroom games and outdoor recreational activities.
- Implemented and encouraged debate-style classroom environment to increase student engagement and promote critical thinking.
- Implemented creative ways to foster curiosity for complex principles through hands-on learning and planned activities.
- Evaluated and revised lesson plans and course content to facilitate and moderate classroom discussions and student-centered learning.
- Devised and implemented strategies to create and maintain cohesive school community within virtual classroom setting.



Education

Teaching English as a Foreign Language - TEFL, Kolkata, India

July 2020 - July 2020

- Actively formulated lesson plans with engaging activities for beginners and advanced learners.
- Earned the second position in grammar exercise.
- Participated in teamwork for peer teaching activities.

English Language And Literature - Indira Gandhi National Open University, Kolkata, India

July 2017 - August 2019