



Anju Francis

Experienced Assistant Professor in English and skilled Content Writer with five years in teaching and writing. Confident and trustworthy, effectively manages assignments and team members. Highly organized with exceptional curriculum knowledge, provides constructive feedback to drive learning. Dedicated to self-development and delivering outstanding quality. Multi-talented in researching, writing, and editing diverse content. Seeking a growth-oriented position with a progressive organization. Enthusiast in literature, travel, food, and sports.

CONTACT

- Kanjirapally, India 686507
- 9446931876
- anjuf214@gmail.com

SKILLS

- SEO
- Creative writing
- Proofreading skills
- Content marketing
- Technical writing
- Adobe Creative Suite
- Blogging
- Copywriting
- News-writing skills
- Canva
- Deadline management
- Client communication
- Google Analytics

ADDITIONAL INFORMATION

- Got through the selection process and appointed as the content writer for the Church Desk at Shekinah News Channel.

CERTIFICATIONS

- AICTE Training and Learning Sponsored One Week Faculty Development Programme on "Innovative Technical Educational Practices & Academic Leadership."
- AICTE sponsored One Week Faculty Development Programme on "Arts and Science of Effective Teaching".
- Certification of Participation in online course conducted by Cambridge Assessment International Education.
- Certificate of Participation in the Online Workshop on Data Analytics and AI organized by Centre for Computer Science and Information Technology (CCSIT), University of Calicut.

EXPERIENCE

Part Time Content Writer on Contract

Cricket Association for the Blind in Kerala - Kerala, India

- 01/2022 - 07/2024
- Applied strong writing, editing and proofreading abilities to each assignment to produce best possible content.
- Delivered high-quality written content that was insightful, informative and entertaining.
- Assessed client briefs, requirements and purpose and tailored content and style to match.
- Developed, wrote and proofed creative and innovative content and resources, responding to client briefs.
- Achieved a seamless balance between Assistant Professor duties and managing non-regular content projects.
- Managed own workload efficiently to produce high-quality work within agreed deadlines.
- Edited existing content to better align with brand style guides and provided constructive feedback on content ideas to other content writers.
- Performed in-depth research into topics to write clear and accurate copy.
- Kept fully up-to-date with emerging technologies, platforms and best practices to help meet client objectives.

Assistant Professor in English

Mangalam College of Engineering - Kottayam, India

- 12/2021 - 05/2023
- Helped teams with assignments and deliverables.
- Worked as an intermediate team member to handle NAAC Criteria 7 and prepare SSR.
- Structured schedules to complete tasks and streamline workflows.
- Delivered engaging lectures, seminars and tutorials, increasing class productivity.
- Continuously improved subject knowledge by conducting thorough research.
- Recognised students' positive behaviour using established rewards system.
- Role-modelled exemplary behaviour and established lasting relationships with students.
- Set up teaching aids, prepared classrooms for learning activities and distributed materials to coordinate instructional efforts.
- Split learners into groups for group-related activities and encouraged collaboration to nurture teamwork and social skills.
- Wrote and implemented individualised study plans for children for enhanced outcomes.

Content Writer

SmartnTechs.com - Ernakulam, India

- 06/2016 - 12/2021
- Delivered high-quality written content that was insightful, informative and entertaining.
- Applied strong writing, editing and proofreading abilities to each assignment to produce best possible content.
- Monitored consumer patterns, anticipating changes and maintaining marketing strategy relevance in dynamic landscape.
- Created customer awareness of goods, services, and special promotions with creative advertising strategies.

Guest Lecturer in English

St.Dominic's College Kanjirapally - Kottayam, India

- Certificate of Completion- Team Management in Sports by Royals School of Business.
- SEO Certification by HubSpot Academy

LANGUAGES

Malayalam: First Language

English: C2



Proficient

Hindi: B2



Upper Intermediate

INTERESTS

- Travel
- Literature
- Blogging
- Cooking
- Baking
- Sports

PORTFOLIO

- <https://anjufancis.portfolial.com>

- 06/2017 - 04/2020
 - Presentation on Benami Transactions (Prohibitions) Amendment Act 2016
 - Published article on *Dominican Discern* on “Newspapers the Tangible Narratives: A Cinderella Genre”.
 - Presented a Paper on “Neuromarketing in Indian Tele series: Extrapolation as a Plausible ‘Massage’ to have a Socio Political Existence” at National Seminar by Newman College Thodupuzha.
 - Enhanced student engagement with complex curricular concepts through passionate, energetic, and enthusiastic work.
 - Maintained good working knowledge of current curriculum standards, tailoring teachings to fit.
 - Planned and developed homework assignments based on lessons taught and student development required.

Intern

Lok Sabha Secretariat - New Delhi, India

- 07/2018 - 10/2018
 - Intern under Speaker's Research Initiative, led the group of 50 interns.
 - Attached to Public Account's Committee, Table Office and other committees respectively during the three months.
 - Paper on Zero Hour

EDUCATION

2021

Post Graduate Diploma Translation
IGNOU

2016

Master of Arts English Literature
Nirmala College Muvattupuzha - Muvattupuzha
Dissertation titled “Newspapers: Tangible Narratives”

2014

Bachelor of Arts English language and Literature
Alphonsa College Pala - Pala
Dissertation titled “ Exotic Outsider/ Insider: Exploring the ‘Third Space’ in Jhumpa Lahiri's *Unaccustomed Earth* and *the Lowland*”

PROJECTS

- *Beyond the Shadows* - is a comprehensive magazine project where I served as a dedicated content writer, editor, and manager. My role involved crafting engaging articles, meticulous editing, and overall project management, contributing significantly to the project's content and quality.