

EDUCATION

PhD, Arts

Amity University Gurgaon

2021 - 2024

Master of Arts (M.A.), English

Amity University Gurgaon

2019 - 2021

CGPA: 9.66/10

B.A. (Hons.), English

Amity University Gurgaon

2016 - 2019

Senior Secondary (XII), Science

Euro International School

(CBSE board)

Year of completion: 2016

Secondary (X)

Euro International School

(CBSE board)

Year of completion: 2014

INTERNSHIPS

Team Manager

Wordsguru Services, Virtual

May 2021 - Present

Key responsibilities I have performed:

Drove Project Execution

Mentored Team Members

Resolved Challenges

Evaluated Performance

Adapted Strategies

Facilitated Collaboration

Ensured Quality Control

Promoted Continuous Learning

Content Writing

India Briefs, Virtual

May 2019 - Sep 2019

•I've successfully completed all my tasks with this company as a content writer (editor, proofreader), in which I used to write 12 English and Hindi news articles per day.

POSITIONS OF RESPONSIBILITY Content Writer at India Briefs (2019)
Former content writer at Wordsguru services (2021)
Proofreader and Team Manager at Wordsguru services

SKILLS

Photography

Beginner

French Proficiency (written)

Beginner

French Proficiency (spoken)

Beginner

English Proficiency (Spoken)

Advanced

English Proficiency (Written)

Advanced

Blogging

Advanced

Search Engine Optimization (SEO)

Advanced

Creative Writing

Advanced

Proofreading

Intermediate

WORK SAMPLES

Blog link

<https://www.yourquote.in/tanyasharma0404>

Other portfolio link

<https://unitedbyink.org/writer-account/?section=posts>

ADDITIONAL DETAILS

Letter Of Recommendation

Co-author of 'Reminiscences from heart'

Published Research Paper in "International Journal For Innovate Research In Multidisciplinary Field"