

SHIVA RAI



Experienced Editor with strong attention to detail and a passion for refining written content. Having more than 2 years of experience in the Content Field with excellent research abilities to deliver polished and impactful material. Experience in Writing, Proofreading, and Managing Content for organizations to provide them with the best results.

WORK EXPERIENCE

Editor

Pepper Content

November 2022 till June 2023

- Edit and proofread documents following the client's guidelines to the highest quality standards.
- Provide comprehensive feedback and suggestions to writers with a strong focus on timelines and quality.
- Optimize content by applying the best Search Engine Optimization (SEO) practices.
- Ensure the content is grammatically correct & plagiarism-free by running it through premium plagiarism detection software.
- Identify and flag articles that do not meet Pepper's quality standards.
- Actively engage in quality assurance and performance review processes.
- Coordinated with Content Authority Team to optimize the website.

Content Writer

PNJ SHARP TECH

March 2022 till November 2022

- Make use of search engine optimization strategies to develop engaging content.
- Develop content based on the requirement, such as different content for websites, marketing campaigns, videos & blogs.
- Generated original web content to represent and boost the presence of companies.
- Worked creatively with digital marketing & graphic designer team to create social media copy.
- Proofread, edit, and improve digital content.
- Provide guidance to Interns.
- Help management in the Interview process.

Contact

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Core Strengths

- Communication Skills
- Problem Solver
- Creativity
- Growth Mindset
- Interpersonal Relationships
- Flexibility
- Time Management

Technical Skills

- Working knowledge of SEO
- Keyword Research.
- Working knowledge of WordPress
- Basic Canva knowledge
- Google Sheets
- Google Slides
- Google Docs Excel
- MS Word
- MS PowerPoint
- Social Media
- Technical Writing
- Non-Technical Writing
- Story Teller

Languages

- English - US & UK
- Hindi

ACHIEVEMENT

- Taken part in 10+ Anthologies which are available on Amazon & Flipkart

Worked as a Freelancer

Content Writer 6 MONTHS

- Create relevant and engaging content with proper research.
- Meet regular submission deadlines.
- Create news, website content, and SEO Content.

Worked as a Freelancer

Social Media Manager

- Create relevant and engaging social media content ideas.
- Maintain regular calendars.
- Create relevant hashtags and captions for content.

Internship

Project Management - [Subject Matter Expert](#)

- Creating the project plan.
- Handling social media platforms
- Understanding the requirement of projects and coordinating with various teams to ensure the project is progressing as per the timelines.
- Regular updates to the stakeholders with project progress and any potential delays.
- Identifying risks that could lead to potential delays in project timelines.

EDUCATION

Mahatama Gandhi Kashi Vidyapith

BSC

63%

Happy Model School

Sr. High School

68%

Happy Model School

High School

91%

DECLARATION

I here declare that all the details provided by me in this resume are correct.

Date: 13/07/2023

Place: Varanasi

SHIVA RAI