# **SILPI K**

### **Content Writer**

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Portfolio: https://copyfol.io/v/phjmg7rq

Talented and experienced content writer with 2+ years of experience. Helped many companies in creating content that varies from academic to marketing. Eager to associate with a creative and supportive team that can increase my professional and personal skills.

# **Work History**

### **Content Writer**

# Codeace IT Solutions LLP, Calicut/ September 2022- present

- Writing website content and product reviews for various websites that deal with topics such as Health, Wellness, Entertainment, Current Affairs, etc.
- Associating with SEO team to create content that drives traffic.
- Creating product description for various products.
- Exploring content creation across different domains and experimenting with new ideas.

### **Documentation Associate**

# Matglober Overseas Education Private Limited, Calicut/June 2021-March 2022

- Creating Statement of Purposes for various universities in the UK as part of their admission procedures.
- Prepare Students for Interviews in UK universities.
- Helping with various documents relevant to overseas education.
- Proved compatible in working under tight deadlines.
- Quickly delivered solutions to complex problems and helped the team to achieve their best.

### **Research Associate**

Write Ignite Private Limited, Noida, Uttar Pradesh / Aug 2020 - Sep 2020

- Creating Academic Content that is related to university syllabuses and projects.
- Learned research processes and formats as part of the job.
- Collected information that will be helpful for writing and research.
- Followed guidelines to create relevant academic documents.

### **Content Writer**

# Career brick Consultancies Private Limited, Janakpuri, Delhi / October 2019 - August 2020

- Content generation for overseas education.
- Managed deadlines with efficiency and team spirit.
- •Created several documents like Statement of Purpose, Letter of Recommendation, Letter of Intent, Resume, etc.
- Closely associated with students who aspire for overseas education and helped them to meet their documentation needs.
- Prepared and conducted mock interviews for students who have applied to universities in the UK, Australia, Canada, etc.
- Closely associated with seniors and learned the core aspects of the work.

### **Trainee Linguist, Translator**

Lion bridge Technologies Private Limited, Noida, Uttar Pradesh / Dec 2018 - Apr 2019

- Translation/Localization.
- Closely associated with seniors to learn the work culture and various aspects of the job.
- Learned various cultural understandings to discern meanings in different contexts regarding translating specific documents.

### **Skill Development Executive**

Additional Skill Acquisition Program, Government of Kerala, Malappuram, Kerala / Aug 2017 - Sep 2017

- Training higher secondary students in soft skills and communication.
- Incorporated various games and activities to train students in Spoken English.
- Attended camps that boosted various personal and soft skills.

### **EDUCATION**

### M.A Philosophy (Nov 2017)

Relevant Coursework:

• Western Philosophy, Ethics, Continental Philosophy, Feminist Philosophy, Indian Philosophy.

• University of Calicut GPA: 6.0

# M.A English (Mar 2015)

Relevant Coursework:

• British Literature

American Literature, Cultural Studies, Gender Studies, Media Studies, World Drama, Linguistics, etc.

• Selected for University Merit Scholarship for PG.

University of Calicut GPA: 7.0

# B.A English (Mar 2013)

-with British History and Modern World History as Subtopics

The Zamorin's Guruvayurappan College GPA: 9.0 Calicut, Kerala

- Best Outgoing Student of the year 2013.
- Founders Medal for Best Student in UG.
- Elected as Student Chairperson for the Student Union in 2013.
- Awarded Founders Medal for Best Student.

### **ADDITIONAL SKILLS**

- Excellent research abilities
- Writing skills
- Creative minded
- Editing proficiency
- Proofreading
- Content creation
- Language proficiency

# **CERTIFICATIONS**

- ASAP Skill Development Executive (Additional Skill Acquisition Program by Kerala Govt.)
- UGC National Education Test Qualified (University Grants Commission by Central Govt.)
- APTIS- English Competency Certification by British Council.