

SHALINI JYOTHI

FREELANCE CONTENT WRITER

Having a great potential and creative talent with 31 years experience in freelance writing, psychology counseling and Executive Secretary helps me to manage the relations with clients and also on special projects of an individual. Maintain excellent written and oral communication skills, problem resolution abilities and high level of confidentiality. Have equally effective and advanced support.

PERSONAL DETAILS

Email : Shalinijyothiwriter@gmail.com
Address : D-47A, 1st floor, Suman Colony, Chhattarpur
Extn. New Delhi-110074, INDIA
Telephone : +919999186180
Date of Birth : April 1st, 1974
Languages Known : English, Hindi, Malayalam & Tamil
Website : www.writing-counseling.com

ACADEMIC BACKGROUND

2011 MBA Dual Specialization (Clinical research & Travel & Tourism Mgt.)
2005 Bachelors in Alternative Medicine System (BAMS)
2004 Course on Human Rights – New Delhi
2002 Advance “Psychological Counseling” from IIHCA Chennai
1999 Executive Secretary from British Institute Mumbai
1998 Nadia’s Institute Sharjah U.A.E . A-Grade in Secretarial Course
1996 Bachelors of Commerce (Bcom)
1995 Data Tech Infosys
Certificate in Business Communications & Public relations
Diploma in Computer Application & Information Technology
1993 Management Studies Promotion Institute New Delhi, India
Diploma in Business Management

WORK EXPERIENCE – (Total 31 yrs)

Professional work experience - Executive Secretary

- Assisting executives with administrative tasks such as managing their timetables, setting up meetings and appointments, and planning for travel.
- Taking care of all phone calls, emails, and notes and making sure they get delivered on time and properly is part of communication.
- Keeping detailed records such as files, letters, and databases up to date is called record-keeping.
- Project management is the process of planning, organizing, and leading a project from start to finish by delegating responsibilities and monitoring progress toward milestones.
- Human resources: providing support for HR-related activities including hiring, onboarding, and evaluating employee performance.
- Supporting executives by doing things like writing reports, putting together presentations, and doing research.
- Management of an office include overseeing routine tasks such as hiring and supervising office personnel, repairing and maintaining office machinery, and keeping the workplace neat and tidy.
- Taking care of customers, both internal and external, by answering their questions, fixing their problems, and making sure they're happy.

Work experience in Freelance Content Writing.

- Fields of writing – Management, Health, Medical, Beauty, Travel, Philosophy, Psychology, etc.
- Types of Writing – Book Summary, Articles for website or magazine, Web Content Writing, Blogs, Copy Editing, Content Developing, Proofreading, etc

Work experience in Psychology Counseling.

Types of Counseling – Clinical, Marital, Child, Career, General etc which involves:

- Individual and group therapy sessions, treatment plan creation, evaluation and test administration, and interdisciplinary teamwork with other mental health experts are all common tasks for psychologists and counselors.
- Psychology counselors may operate in a variety of settings outside of direct patient care, including academics, nonprofits, and government.
- Effective communication, compassion, cultural awareness, and the capacity to build a relationship of confidence with clients are essential for effective therapy.
- Professionals in the field of psychology counseling are expected to uphold strict ethical guidelines, safeguard client privacy, and act in accordance with established norms of conduct.
- A career in counseling psychology may be both fulfilling and taxing, requiring a genuine desire to make a difference in people's lives and a dedication to constant self-improvement.

EXTRA CURRICULAR ACTIVITIES

Long Drives, Music, Counseling and Traveling