

Rashmisree Deb

Content Writer

Rashmisree Deb

#48, Chandraprabha Street 2nd Lane
Berhampur, Odisha 760001

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Summary

Freelance content writer with 5+ years of experience along with 4+ years of full-time work experience in writing. From article writing to writing impressive web content for websites, I enjoy and feel comfortable with all kinds of writing jobs. I focus on providing innovative and engaging content for articles, websites, and blogs. I would like to see myself learning over time and making everything count coming my way.

Skills

Content Writing, Editing & Proofreading, Training & Team Management, Blog Writing, Keyword Optimization, Search Engine Optimization, Research, Competitive Analysis, Soft Skills, Keeping Deadlines

Professional Experience

Freelance Experience:

CXO Exposure/Freelance Editor

October 2021 - PRESENT

- Write editorial section.
- Write high-quality content articles on various topics.
- Edit and write articles assigned from time to time.
- Generate original web content to represent and boost the presence of company branding.

siliconindia/Freelance Content Writer

October 2020 - PRESENT

- Convert ideas and interviews into articles for online and print magazines.
- Coordinate with editors, other team members, and technical resources to enhance document quality, usability, and timely completion of assignments.
- Perform proofreading and editing functions for the print magazine.

StartupCity Magazine/Freelance Content Writer

September 2019 - July 2020

- Convert ideas and interviews into articles for online and print magazines.
- Coordinate with editors, other team members, and technical resources to enhance document quality, usability, and timely completion of assignments.
- Perform proofreading and editing functions for the print

magazine.

TechnologyWidgets/Freelance Editor

September 2017 - Dec 2018

- Write editorial section and convert ideas & interviews into articles for online and print magazines.
- Interview key business and IT executives such as CEOs, CTOs, and CIOs of renowned companies.
- Coordinate with other team members, and technical resources to enhance document quality, usability, and timely completion of assignments.
- Perform proofreading and editing functions for the print magazine.

Full-time Experience:

siliconindia/Assistant Editor

October 2014 - September 2015, Bangalore

- Convert ideas and interviews into articles for online and print magazines.
- Interview key business and IT executives such as CEOs, CTOs, and CIOs of renowned companies.
- Coordinate with editors, other team members, and technical resources to enhance document quality, usability, and timely completion of assignments.
- Perform proofreading and editing functions for the print magazine.

Minglebox.com/Senior Content Writer

April 2014 - October 2014, Bangalore

- Write quality content/articles on topics such as college admissions, exams, and employment walk-in alerts daily, and post content online.
- Write research articles based on the topics assigned.
- Write SEO articles based on keywords.
- Write client's specific articles.
- Timely updating of the exam pages.
- Post content for Facebook and Twitter.
- Prepare content mailers.
- Handle a team of 5 content writers.
- Prepare daily, weekly, and quarterly reports.

Minglebox.com/Content Writer

December 2011 - April 2014, Bangalore

- Write or edit Indian and abroad institutes' websites to ensure accuracy, consistency, readability, and style appropriateness.
- Write articles related to education (news, admission notices, exam notifications, exam results, and scholarships).
- Write articles on various entrance exams.
- Answer Q&A.
- Handle a team of 2 content writers under the Alerts section.
- Verify the factual content of written work.
- Proofread the content, marking errors or queries regarding grammar, spelling, punctuation, style, or accuracy.

Education

Professional Qualification:

MBA with Dual Specialization (Finance and Human Resource) from Koustuv Institute of Self Domain (KISD), Bhubaneswar.

Academic Qualification:

- B.Com with Accounting Honors from Khallikote Autonomous College, Berhampur.
- +2 Commerce from Khallikote Junior College, Berhampur.
- St. Vincent Convent School, ICSE Board, Berhampur.

Strengths

- Open-minded and highly adaptable to new innovations.
- Promptness and dedication to work.
- Known as a team player who is also able to work without supervision.
- Relentlessness and thirst to enhance my knowledge and skills.
- Ability to grasp new skills quickly.
- Ability to work under pressure.
- Excellent communication and interpersonal skills.

Languages Known

- English
- Odia
- Hindi

The information stated above is true to the best of my knowledge and belief.

Date:

Place:

Rashmisree Deb