



Satinderjeet
Kaur

Content Writer & Editor



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Chandigarh



LinkedIn

ABOUT ME

Highly motivated content writer with excellent writing skills, as well as the ability to communicate and collaborate effectively.

To seek challenging avenues where my knowledge matches with organization's Growth.

SKILLS

7 / 10

Graphic Design

8 / 10

Microsoft office tools

9 / 10

The Ability to Meet Deadlines

10 / 10

Deliver Quality

6 / 10

Html, CSS, Bootstrap, JQuery

EDUCATION

Masters in English Literature

Government College, Sector-11, Chandigarh
2016-2018

Bachelor of Arts in English Literature

Government College for Girls, Ludhiana
2013-2016

Senior Secondary

Government College for women, Kotkapura
2011-2013

EXPERIENCE

Content Writer

Colossus ventures / India / Jan 2020- Present

Content Writer

WebHoppers InfoTech / India / July 2019 – Dec 2019

Trainee (Content Writer)

CBitss Technologies / India / Nov 2018- July 2019

Responsibilities:

- Regularly produce various content types, including email, social media posts, blogs and white paper.
- Utilize industry best practices and familiarity with the organization's mission to inspire ideas and content.
- Use search engine optimization (SEO) strategies in writing to maximize the online visibility of a website in search results
- Follow an editorial calendar, collaborating with other members of the content production team to ensure timely delivery of materials.
- Submit work to editors for input and approval.
- Ensure all-around consistency (style, fonts, images and tone).
- Conducting in-depth research on industry-related topics in order to develop original content.