

DIVYA CHAUDHARY

EDITOR | WRITER

Experienced editorial professional with expertise in content editing, project management, and quality control. Adept at guiding manuscripts through structural edits to publication, ensuring accuracy and high standards. Skilled in collaborating with writers, graphic designers, and typesetters to manage workflows and meet deadlines. Detail-oriented and dedicated to delivering engaging polished content.

WORK EXPERIENCE

Sub Editor

City Montessori School

Lucknow, Uttar Pradesh

November 2024 - Present

- Managed content refinement from Branch Reporters' reports, student submissions, and key organisational messages, ensuring accuracy and coherence. Curated high-quality photographs to enhance engagement.
- Created, edited, and meticulously proofread newsletters, bulletins, and magazines, maintaining editorial excellence.
- Collaborated with designers and the Multimedia Department to develop structured layouts and source compelling imagery.
- Conducted interviews with distinguished achievers, alumni, and faculty, producing insightful features.
- Documented institutional events and prepared comprehensive reports to capture key milestones.
- Drafted detailed profiles of notable individuals, highlighting their contributions with professionalism.
- Transcribed and archived video and audio recordings of significant events for institutional records.
- Authored press releases for external news agencies, effectively representing the organisation's initiatives.

Assistant Editor

ClassKlap Pvt. Ltd.

Remote

May 2024 - October 2024

- Reviewed and refined content for clarity, coherence, and alignment with company guidelines.
- Collaborated with Subject Matter Experts (SMEs), graphic designers, and typesetters to oversee editorial workflows and meet deadlines.
- Ensured grammatical accuracy, consistency, and readability through rigorous checks, maintaining compliance with educational standards.

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EDUCATION

2021 - 2023

Master of Arts in Political Science
(International Relations)

- Vasanta College for Women,
Banaras Hindu University
- Varanasi, Uttar Pradesh
- CGPA: 6.97

2018 - 2021

Bachelor of Arts in Political
Science and Medieval & Modern
History

- Sunbeam Women's College,
Mahatma Gandhi Kashi
Vidyapith
- Varanasi, Uttar Pradesh
- Percentage: 64.83%

2017

Senior Secondary (XII)

- St. John's School, Marhauili
- Varanasi, Uttar Pradesh
- Science with Computer Science
- Percentage: 61.8%

2015

Secondary (X)

- William Henry Smith Memorial
School
- Varanasi, Uttar Pradesh
- Science with Computer
Application
- Percentage: 76.5%

Content Writing Intern

Yellow Wall

Remote

July 2017 - November 2017

- Edited and curated blog content, ensuring grammatical accuracy, readability, and audience engagement and strengthened clarity, coherence, and SEO effectiveness through meticulous proofreading.
- Coordinated with cross-functional teams to maintain content quality, consistency, and alignment with brand guidelines.

Content Writing Intern

Qwerty Thoughts

Remote

July 2017 - September 2017

- Developed and published online articles on youth-centric topics, aligning content with the company's editorial strategy.
- Implemented trending keywords, META descriptions, and ALT image tags to improve content visibility and search rankings.

Content Writing Intern

Qwerty Thoughts

Remote

July 2017 - August 2017

- Edited, proofread, and refined student-focused content, ensuring grammatical accuracy, clarity, and engagement.
- Developed compelling promotional copy for social media and digital marketing, aligning with brand voice and audience needs.

Social Work Intern

Piramal Foundation

Remote

Sep 2020 - Oct 2020

- Led outreach programs in health and education, developing strong coordination skills applicable to editorial project management.
- Worked closely with local leaders to implement initiatives, demonstrating expertise in stakeholder communication and collaboration.

Fundraising Intern

WOMENforINDIA

Remote

August 2020 - September 2020

- Planned and executed fundraising campaigns, overseeing strategy development, timeline management, and stakeholder coordination.
- Engaged with potential donors through personal networks and social media, fostering strong external partnerships.

SKILLS

- **Editorial Expertise:** Manuscript editing, proofreading, and quality assurance
- **Project Management:** Editorial workflow coordination, time management, and team collaboration
- **Research & Analysis:** Field research, data evaluation, and report writing
- **Writing & Content Development:** Rewriting, summarisation, and content structuring
- **Fact-Checking:** Accuracy verification and source validation
- **Collaboration & Communication:** Engaging with writers, graphic designers, freelancers, and stakeholders; author liaison; feedback provision; and public presentations
- **Quality Control:** Ensuring consistency, adherence to style guides, and error-free output
- **Digital & Technical Skills:** CMS management, SEO, e-book formatting, Google Docs, and Microsoft Word
- **Publishing Knowledge:** Industry trends, rights and permissions, and contract management

LANGUAGES

Hindi

Native / Bilingual Proficiency

English

Full Professional Proficiency

KEY PROJECTS

Major Sponsored Research Project
(Indian Council for Social Science Research)

Lady Shri Ram College for Women, University of Delhi
New Delhi
Feb 2024 - Apr 2024

This study examines the economic and social conditions of destitute and abandoned elderly widows in Vrindavan, Varanasi, and Pune. It explores the factors contributing to their concentration in specific areas and evaluates the effectiveness of government welfare schemes. The research also identifies challenges in accessing these benefits, providing insights into policy gaps and areas for improvement.

ENACTUS Social Entrepreneurial Projects

Sunbeam Women’s College, Mahatma Gandhi Kashi Vidyapith
Varanasi, Uttar Pradesh
2019 - 2021

- Project Saral:** Led initiatives to promote resin-based alternatives, reducing single-use plastic consumption on campus by 20%.
- Project Kopal:** Designed and implemented strategies for plant-based waste removal from water bodies, supporting environmental conservation efforts.

TECHNICAL
PROFICIENCY

- **MS Word** – Editing, proofreading, and document formatting
- **Google Docs** – Cloud-based editing and collaboration
- **Canva** – Design and layout for newsletters, magazines, and reports
- **WordPress** – Content management and digital publishing
- **Otter.ai** – Transcription and speech-to-text conversion
- **ChatGPT** – Content refinement, idea generation, and proofreading assistance
- **Microsoft Teams** – Team collaboration and communication
- **Discord** – Community engagement and informal collaboration

REFERENCES

Available upon request