

Muskaan Jain

Editor & Proofreader

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Where do I fit in



- A content enthusiast with an eye for detail and passion for crafting stories.
- Skilled in utilising new age web technologies and keeping up with latest trends in writing.
- Ability to understand client requirements and work within strict timeframes.

Education

M.A. English

IGNOU

2022-2024

B.A. (Hons.) English

Kirori Mal College, DU

2017-2020

X-XII

DAV Public School, Sahibabad

10 CGPA

Skills

- Editing & Proofreading
- Content Writing
- SEO

Softwares

- WordPress
- MS Office
- Google Suite
- Canva
- AI Tools

Work Experience



Editorial Head

BookLeaf Publishing

June 2021 to August 2023

- Efficiently managed the editorial process for 1200+ authors, including proofreading and formatting
- Curated the company's website content and social media content

Content Developer & Proofreader

Evolve IAS, New Delhi

October 2020 to April 2021

- Developed the institute's Newsletter and Social media content.
- Proofread their blogs, study material and test papers.

Content Writer

Indie Shorts Mag

January 2020 to August 2020

- Reviewed films of different genres, covered film events and wrote blogs