

Rishika Tiwari

My primary objective is to support the flow of effective content through the designated channel to the targeted audiences. I aim to achieve this by managing effective content creation and staying connected with the targeted market. This will also involve coordinating operations and ensuring that the content delivered, is at par with the organization's standards. Further, I aim to create a positive and productive work environment by communicating with team members, setting clear goals, and monitoring performance.

Work Experience

Sub-Editor/ Website Coordinator (Dhyeya IAS) (Sept 2022- Present)

- **Content Creation:** Kept tabs over trending topics that were relevant for respective magazines, content creation as per magazine standards.
- **Teamwork:** Coordinated with the gig workers and guided them with content requirements, coordinated with the team with regard to magazine status and execution,
- **Creativity:** Pictures and infographics suggestions, coordinating with the designer for cover page designing
- **Quality-check:** Did proofreading and fact-checking of the given content while ensuring grammar accuracy and cohesiveness
- **Marketing:** Promoted magazines through creatives on various social Media Platforms

Content Reviewer| Metrixo Digital Solutions

- Internship: HT Media Group
- 2017-2021: Prepared for UPSC Civil Services Examination

Educational Background

Master of Arts (English Literature

- University of Lucknow, Department of English and Other Modern European Languages) CGPA 7.0

Bachelor of Arts (Political Science, Geography and English Literature)

- Dr. Ram Manohar Lohia Avadh Vishwavidyalay, Faizabad

Contact

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Skills

Technical Skills

- Research
- Content Development
- Translation (English-Hindi and Vice-versa)
- Team coordination
- Communication Marketing and Social Media management

Tools/Software

- Canva, Procreate, Microsoft office

Languages

- English (Fluent)
- Hindi (Fluent)

Additional Information

- Volunteer (Research and Content Head), WeThePeople Nonprofit Organization.
- Received "Excellent Performer Award" for effectively managing the content team in absence of team lead.
- Part-time Voice Over for YouTube Channel.(Baatein UP ki)