

# ISHA KARMAKAR

## Publishing Professional



### CONTACT

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Naihati, Kolkata

### SKILLS

- Project Management
- Author Relations
- Teamwork
- Time Management
- Leadership
- Effective Communication

### LANGUAGES

- English (Fluent)
- Hindi (Speak)
- Bengali (Fluent)



### PROFILE

Results-driven publishing professional specializing in author relationship management and project management, ensuring seamless collaboration between authors, editors, and production teams. Strong communicator with a talent for building lasting author partnerships and streamlining workflows to optimize efficiency. Adept at overseeing multiple projects from manuscript development to final publication, meeting deadlines while maintaining editorial excellence.



### WORK EXPERIENCE

SEPT, 2024- PRESENT

#### Anecdote Publishing House

##### Social Media Management

- Created and managing different social media accounts for the founder of Anecdote Publishing House.
  - Planning the strategy, editing the visuals for posts
- Nov, 2023- Aug, 2024

#### Booknerds

##### Author Outreach Manager

- Generating author leads for book marketing
- Sept, 2022- Nov, 2023

#### 24by7 Publishing

##### Executive Secretary

- Ensure timely delivery of the projects in hand
- Actively communicated with authors and freelancers regarding work
- Managed the payment details of authors as well as the freelancers



### EDUCATION

2020-2023

#### Bachelors in Genetic Engineering

School of business | Wardiere University

CGPA: 9.46 / 10.0