

SHUBHA N. K.

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Professional Experience:

- I have worked as a “Consultant - proofreading” with Careers360, an online educational platform on contract basis for a period of 6 months. The job involves proofreading and editing of q&a's of competitive exams.
- Currently working as a freelance content writer with Textmercato and handling projects on white label content, product descriptions, baby food recipes and academic content for more than 3 years.
- I have worked on translation projects that include translation of academic content from English to Kannada from the past 6 months.
- Previously working as a freelancer and worked on projects of
 - Travel content writing (writing content on tourist places), preparing content on Telugu upcoming movies for a website and loan borrower's profile for a non-profit organization;
 - Resume editing;
 - Off page optimization;
 - Proofreading;
 - End user testing of websites;
 - Photo curation;
 - Preparing ppts. and YouTube videos.
- Associate Technical Editor-Proof reading: **Macmillan Publishing Solutions, Bangalore.** Duration: 2 years 6 months (from 30th June 2008 to 3rd Jan 2011)

Roles and responsibilities:

I'm proficient in technical editing and proof reading and having a strong penchant for style points and an excellent grasp of writing standards/guidelines.

1. Checking of article on all aspects as per customer specifications.

2. Dispatching the proofs to the customer.

- Trainee: **L & T, Mysore**, Engineering Department.
Duration 1 year 6 months (from 16th of Oct 2006 to 31st March 2008)

Educational Qualification

	Name of School/ College	Name of Board/University	Subjects	%	Year of Passing
S.S.L. C	VanitaSadana Girls School, Mysore	Karnataka Secondary Education Examination Board	Science, Maths	68	2000
P.U.C	Govt. Girls College, Arsikere	Karnataka Pre University Board	PCMB	66	2002
B.Sc.	Hoysaleshwara College, Arsikere	University of Mysore	PCM	55	2005
M.Sc.	St. Philomena's College	Kuvempu university	Applied Chemistry (It covers organic, inorganic, polymer, pharmaceutical, analytical and spectroscopic techniques and physical chemistry)	65	2011

Personal profile

Name: **N. K. Shubha**

Date of Birth: 25-Feb-1985

Computer Knowledge: MS-Office. Tools, Internet browsing

Languages Known: Kannada, English

I hereby declare that the above information is true to the best of my knowledge.

Shubha NK
Bangalore.