CURRICULUM VITAE

**Name :** ANKITA NIGAM

**Objective :** To work in a competitive atmosphere that gives me opportunities to

realise my potentials and strengths.

**Experience:**

1. June 2020- Till date

Freelancer

**Job Profile:-**

* Level 1 and 2 Copy editing of books, e-learning content, articles, blogs, fiction and non-fiction content pieces
* Proofreading any educational/promotional material (E-learning content, courseware, books, chapters, banners, flyers, advertisements etc.)
* Coaching primary-level students (All subjects, except Mathematics)
* Content editing fiction and non-fiction books, articles, blogs and school books
* Book editing (involving review of the designing aspect along with the content)
* Grade-specific assessment creation along with proper answers and explanations for K-5 (All subjects except Maths); Humanities and English above K-5 level too.
* Transcription
* Translation (Hindi to English) - text and video content.
* Content creation for the pre-primary section

1. Oct 2019-June2020

Indian Institute of Technology (IIT)

Kanpur  
 Deputy Project Manager (English Proficiency Cell)  
  
**Job Profile:-**

* Managing the EPP (English Proficiency Program) portal, Mookit (for Content)
* Grading/Reviewing the students’ assignments
* Editing and proofreading the test and program content
* Testing the functionalities of the EPP online test portal
* Conducting the English proficiency tests/exams
* Content creation/writing tasks (creating questions and solutions, e-mail communication, MOMs etc.)
* Assisting the Principal Investigator (Professor) in English Study Classes (managing the class, discussing the content, assigning the tasks, grading the submissions, conducting meetings etc.)
* Managing the project volunteers (assigning tasks, making work reports etc.)
* Editing and proofreading Professor’s work.

1. May 2019-Sep 2019

International School of AI and Data Science (INSAID)

Gurgaon

Senior Content Writer

**Job Profile:-**

* Writing articles and blogs on Artificial Intelligence, Data Science and Machine Learning
* Editing and reviewing articles and blogs
* Taking interviews of students, faculties and employees
* Transcribing interviews and editing them
* Peer review and editing content

1. June 2018- May 2019

Freelancer

**Job Profile:-**

* Level 1, 2 and 3 Copy editing of books, articles, blogs, fiction and non-fiction content pieces
* Content editing fiction and non-fiction books, articles, blogs and school books
* Book editing (involving review of the designing aspect along with the content)
* Content Writing (SEO optimized)- articles, blogs, onsite content, social media content briefs and descriptions, product descriptions, promotional content etc. Content is related to various niches like travel, health, education etc.
* Grade-specific assessment creation along with proper answers and explanations for K-5 (All subjects except Maths); Humanities and English above K-5 level
* Working on school education content- mapping, writing, editing and reviewing

1. April 2015- June 2018

AIETS

New Delhi

Content Manager

**Job Profile:-**

* Searching out new avenues for different categories of books and different verticals.
* Managing end-to-end publishing projects for K-12 Projects and General Competition.
* Managing the project lifecycle - Content Strategy, Content Coordination, Content planning, Designing Editorial and content Calendars, Content Creation, Content Development and copy editing
* Managing a team of 35 Authors, Content Developers, Designers and Illustrators
* Editing and reviewing the work done by the team
* Copyediting other titles
* Content Development (including grade-specific assessment development) for English (K-12); Integrated assessment development for English and Logical Reasoning for Classes 1-5.
* Content Writing (essays and other short content pieces for General Competition)
* Writing for product promotion (Social media posts, content for executive training etc.)
* Simultaneously Working on Multiple Projects
* Reviewing the resumes, being a part of the selection process for new hiring
* Worked on ELEVATE (School Curriculum Project), Olympiad (For Class 1-10 English, Science and Maths.) and Children's Yearbook

1. March 2014- November 2014

Kritika Infotech (Worked in IBM India, Noida)

Faridabad

Instructional Designer

**Job Profile:-**

* Editing Training Modules and Simulations for Corporate clients of IBM
* Developed training manuals, instruction manuals and user manuals for IBM internal tools
* Reviewed and edited the technical projects for various clients of IBM

1. November 2012-March 2014

NIIT Ltd.

Gurgaon

Instructional Designer/Content Developer

**Job Profile:-**

* Worked on E-Learning projects for US Universities
* Worked in sync with SMEs and Clients
* Reviewed and edited the projects for US Universities in various stages
* Worked on syllabus, courseware, online lessons, and storyboards and applied checklists to these components
* Created audio and video transcripts.
* Worked on GNIIT and PGPIT courses for NIIT institutions

1. June 2011- October 2012

Serpholic Media Pvt. Ltd.

Gurgaon

Content Writer

**Job Profile:-**

* Blog Writing (Health, SEO, Travel, Fashion, Relationship, Science etc.)
* Article Writing
* Yahoo Answering
* Editing
* Guest Blogging and Posting
* Meta Title and Description Writing

**Educational Qualifications:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Exam. Passed** | **College & Board** | **Year of Passing** | **Remarks** |
| M.A. | * Dayanand Girls College * CSJM University,   Kanpur | 2008-10 | Subject-  Economics  44% |
| B.A. | * Acharya Narendra Dev Nagar Nigam Mahila Mahavidyalaya, * CSJM University,   Kanpur | 2005-08 | Subjects-  Economics, Psychology,  English Literature  2nd Divn.; 54% |
| Intermediate | * Chitra Inter College,   Kanpur   * Board of High School & Intermediate Education, Allahabad,   Uttar Pradesh | 2005 | 68.8%  1st Divn.  Distinction-Home Science |
| I.C.S.E | * Wendy High School,   Kanpur   * Council for the Indian   School Certificate Exam.  New Delhi | 2001 | 68.6%  1st Divn.  Distinction-Hindi |

**Professional Qualifications:**

* GNIIT from NIIT Kanpur
* Completed English For Excellence course from NIIT Kanpur

**Achievements/Extra-Curricular Activities:**

1. Got Teacher’s Commendation Card in class 4th & 5th for Academics.
2. Participated in the “Paryavaran Chetna Rally” from my school in the year 1997 organized by ‘Kanpur Vikas Mandap’.
3. Participated in the “Art of Man Making”, the National Quiz Contest conducted by Chinmaya Mission, in Aug 2000.
4. Got First prize in the ‘Hindi Prize Exam.’ organized in the school in the year 2002.
5. Successfully participated in “Making Changemakers”, a program related to bringing social changes in society, in the year 2002, organized by ‘Pravah’ an NGO.
6. Participated in “Bhartiya Sanskriti Gyan Pariksha” successfully, organized by “Gayatri Tirth, Shantikunj, Haridwar”, in the year 2004.
7. Awarded a shield in the 12th standard for being successful in the first division in Academics.
8. Was among the top 29% of the candidates who participated in the 4th National IT Aptitude Test 2008.
9. Was among the top 6% of the candidates who participated in the 5th National IT Aptitude Test 2009.
10. Good Performance Certificate in Serpholic Media in the year 2012.

**Hobbies:**

* Reading Books
* Writing
* Travelling
* Interacting

**Strengths & Interests:**

* Ability to accept any kind of environment
* Extremely punctual & honest
* Ability to cheer up people in the doldrums
* Keen interest in working on computers

**Father’s Name:** Sri A.K. Nigam

**Date of Birth:** 23rd July 1985

**Permanent Address:** C/o Sri A.K. Nigam

B106, Gopala Green Apartments,

540-C, Ratan Lal Nagar,

Kanpur 208 022 (U.P.)

**Contact No.:** 8527661759

**Mail id:** [ankita.amit2306@gmail.com](mailto:ankita.amit2306@gmail.com)

**Nationality:** Indian

**Marital Status:** Single

**Languages:** English & Hindi

(ANKITA NIGAM)