

CONTENT WRITER / EDITOR / PROOFREADER

Career Overview

I appraise myself as a forthright easygoing person, having a very constructive approach towards life. Single-minded, meticulous and determined, I take upon task devotedly and enthusiastically.

Qualifications

- Languages - Java, C, VC++
- Markup Languages - HTML, XML, UML.
- Operating System - Windows NT, Linux
- Office Tools - MSOffice (Word, Excel, Power Point, Outlook), Internet
- DBMS - SQL Server, Microsoft Access.
- Scripting Languages - ASP.Net, Microsoft FrontPage.

Work Experience

03/2007

Content Writer / Editor / Proofreader Bickford Senior Living

- Have undertaken various Freelance Content Writing Assignments, wherein I need to develop creative and original SEO oriented content for the websites - ranging from big and small Articles, Keyword Optimized Web Pages, Website Reviews and Website Profile based on numerous subjects.
- Also worked as an Editor, I was adept in editing and rewriting content for web-copies and other write-ups, as per the client's requirements.
- Some of the websites, featuring my work: www.binarysoft.com www.binarysoftindia.com <http://www.1888articles.com/author-parampreet-kaur-31177.html> <http://www.choicesilver.com/> www.artcraftsnmore.blogspot.com (This is a my personal blog, a platform that showcases my creative side) I also write articles for a Health Magazine "Homeo Buzz" by B.
- Jain Publications, India.
- The articles are related to Yoga & Fitness; Medicinal and Holistic uses of various Herbs and the likes.
- Assigned the responsibility of developing SEO oriented content for the websites and other sources.
- Engaged in proofreading and editing websites so as to maintain accuracy and consistency.
- Carryout various testing strategies for websites to ensure the proper functioning of webpages and web links.
- Interacted with designers, programmers and marketing executives to devise strategic solutions based on client's business goals.
- Was also responsible for coordinating with clients, understanding their requirements, communicating back to the technical team and delivering the products within timelines.

Organization - i4infotech Pvt. Ltd 1/4 Marion

- Assigned the work of writing about various tourist places for one of the travel websites.
- My job was to incorporate vital information about the cities that can augment its tourism.

01/2006 to 02/2007

Sr. Web Copywriter / Proof-reader/ Editor Organization - Binarysoft Technologies Pvt. Ltd

- As a writer, I was responsible for crafting content with the correct language and in the right style.
- I expertise in writing content for websites, handling revamping content for websites, Search Engine Optimization (SEO)-based content, making website and business presentations, company brochures, Ad copies and the likes.
- Also adept in proofreading and editing websites to ensure the accuracy of information and consistency of style.
- Some of the Website Projects Undertaken - www.binarysoft.com, www.binarysoftindia.com www.websiteorganicseo.com www.minimetersindia.com, www.choicesilver.com, and many more.

07/2005 to 12/2005

Designation - Instructional Designer/ Content Developer Organization - NIIT Technologies Ltd

- I was responsible for creating innovative and formative Assessment Items (Selected Response Items and Constructed response Items) for subjects Math and Science across K-12 grades for various e-learning programs.
- These programs/ projects are prescribed in the USA by the State Board Council of each state.
- I have an experience in writing and reviewing of items that are specifically designed to evaluate the students' intellect at various levels.
- Projects Handled.
- 1) Compass Learning, Odyssey (USA) - Creating and designing Math Assessment Items and uploading them onto the client's tool with set instructions.
- 2) Indiana Standards, Indiana (USA) - Creation of Science Assessment Items SR's and CR's.

Certifications

High School (12th) All India Senior Secondary Certificate Examination (AISSCE) CBSE 2000 New Delhi, India High School (10th) All India Senior Secondary Examination (AISSE) CBSE 1998, New Delhi, India

Languages

English, Hindi & Punjabi

Education and Training

2010

Masters : Computer Sciences MD University Computer Sciences India (Scored 67%) Graduation B.Com (Hons.) from Guru Gobind Singh College of Commerce
2003

Diploma University of Delhi 1/4 City India

Diploma : IT NIIT 1/4 State , India IT

Creative Attainments *Having belief in curative powers of YOGA & its advantage in leading a stress less and contented life, I

Diploma : Yoga Morarji Desai National Institute of Yoga India Yoga

Personal Information

Sex : Female Marital status : Married Date of Birth : July 04, 1982 Nationality : Indian I hereby declare that the above mentioned information is correct to the best of my knowledge. Parampreet Kaur

Additional Information

- Personal Details Sex : Female Marital status : Married Date of Birth : July 04, 1982 Nationality : Indian I hereby declare that the above mentioned information is correct to the best of my knowledge. Parampreet Kaur

Skills

ASP.Net, Ad, brochures, business presentations, C, Com, content, Council, client, clients, DBMS, designing, editing, Editor, English, XML, Freelance, Microsoft FrontPage, Hindi, HTML, http, Java, Linux, marketing, Math, Microsoft Access, Excel, MSOffice, Office, Outlook, Power Point, 2000, Windows NT, Word, Operating System, proofreading, Publications, Punjabi, Search Engine Optimization, Scripting, SQL Server, strategic, UML, VC++, Website, Web Pages, websites, author, Content Writing, writer, Articles