

# SHRADHA PATRA

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📍 Jamshedpur, India 831004

## PROFESSIONAL SUMMARY

Detail-oriented team player with strong organizational skills. Ability to handle multiple projects simultaneously with a high degree of accuracy. Hardworking and passionate job seeker with strong organizational skills eager to secure entry-level customer service position. Ready to help team achieve company goals.

## SKILLS

- Digital Content Development
- Creative Writing
- Google Docs
- Quality Deliverables
- Concept Development
- Active Listening
- Technical Writing
- Proofreading Skills
- Microsoft Office
- Content Curation
- Research Assignments
- Social Media Content Writing
- Business Writing
- Editing

## EDUCATION

### Vivek Vidyalaya

Jamshedpur • 03/2014

**Higher Secondary:** Science

### Vivek Vidyalaya

Jamshedpur • 03/2012

**Matriculation**

## WORK HISTORY

### Amazon - SDS CAP Associate

Kolkata • 04/2022 - 09/2022

- Quickly learned new skills and applied them to daily tasks, improving efficiency and productivity.
- Carried out day-day-day duties accurately and efficiently.
- Worked flexible hours; night, weekend, and holiday shifts.
- Demonstrated respect, friendliness and willingness to help wherever needed.
- Performed duties in accordance with applicable standards, policies and regulatory guidelines to promote safe working environment.
- Proved successful working within tight deadlines and fast-paced atmosphere.
- Maintained excellent attendance record, consistently arriving to work on time.

### Writers Networking - Freelance Content Writer

Kolkata • 03/2020 - 07/2021

- Conducted extensive internet research to provide facts and statistics for articles and blogs.
- Used Microsoft Word, Google Docs and SharePoint to store and share created documents.
- Conducted simple keyword research and used SEO guidelines to increase web traffic.
- Created concise, eye-catching headlines and copy on various topics.
- Added keywords, meta descriptions and alt image tags to increase SEO presence.
- Ghostwrote articles for different clients and agencies in the industries, incorporating relevant SEO terms and interlinking.
- Coordinated with marketing and design teams to illustrate articles and develop graphics.
- Utilized exceptional writing, editing and proofreading skills to produce engaging and error-free content.
- Collaborated with team of writers and content marketing strategists to create copy promoting clients' SEO, sales and thought-leadership goals.
- Strategized content based on Google Analytics data, geographical targeting and keyword planning.
- Wrote and edited high-quality content and visually impactful programs under deadline pressure with exciting, captivating and authentic approach.

### Dainik Bhaskar - Editorial Intern

Jamshedpur • 12/2016 - 03/2017

- Edited written stories and fact-checked submissions by reviewing sources.
- Worked with writers to assist with story development and research.
- Drafted interesting pieces with up to 100 word count.
- Coordinated with editors and graphic designers to plan page layouts.
- Determined readiness of written pieces, made changes and approved final versions for publication.