



# Pankhuri Saxena

## CONTENT WRITER

Highly creative and versatile content writer with a passion for storytelling and experience creating compelling content for a variety of platforms. Skilled in social media management, and brand voice development. A proven track record of delivering engaging and effective content that drives traffic and enhances brand reputation.

## EDUCATION

**M.I.E.T, Meerut**

**Bachelors Of Technology-  
Biotechnology**

## CONTACT



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## EXPERIENCE

**Nov 2022 - Jan 2023**

**MIM-ESSAY, Associate content  
writer, south delhi.**

- Created resumes, Letters of recommendation (LORs), and statements of Purpose (Sops) for my clients who are planning to apply to foreign universities.
- Attended daily call interviews of clients for admission to foreign universities.
- Guided my clients regarding LORs, SOP, and resumes for admission purposes.
- Drafted resumes as per the details or the rough drafts provided by the clients.

**Oct 2022**

**FormFees, News writer, Remote**

- Worked as a news writing intern for a short period. Published news articles related to education are-
- <https://formfees.com/news/final-vacancies-of-ssc-cgl-2020-tier-2-cutoff-and-marks>
- <https://formfees.com/news/xat-2023-books-for-xat-preparation-and-relevant-study-material>
- <https://formfees.com/news/xlri-admission-open-for-2023>

## SKILLS

**Wordpress blog writing**

**Email marketing (mailchimp)**

**Search Engine Optimisation**

**Google Ads**

**Meta Ads**

**Canva**

**ChatGpt prompts**

**SOP and LOR drafting**