

# SHIBANI MISHRA

Team-Lead | Content Writer & Developer

Having 4 years of Team-Leading and Management, 7 years of content writing and 4.5 years of Training/Teaching experience. Reporting manager and team coordinator with leadership skills. Trained/taught 1500+ students. A creative Content Writer with excellent Research abilities. Experienced in Writing, Rephrasing, Summarizing, Curating, Proofreading, Editing, Transcribing, and Managing & Developing Content for any Organization to provide them with the best results.

✉ shibanimish@gmail.com

📞 7655926165

📍 Neb Sarai, Delhi, India

## EDUCATION

### MA English Kalinga University

2017 - 2019

Raipur

#### Courses

- Wrote and submitted a Dissertation for MA Final Year Exam

## WORK EXPERIENCE

### Soft Skill Trainer & Executive CTC

02/2023 - Present

Gurgaon

#### Achievements/Tasks

- Team Lead of Business Development team where I Write the content and Develop it, helps the Graphics Designer with content and work with the Marketer.
- As a Content Writer: Website Content Development, Editing Banners and other Contents, Transcribing, PPT writing and Editing, Brochure Editing and Development, Reviews Writing, Social Media related works.
- Orient and provide Demo for Spoken English Classes' clients.
- Train for Writing to the students who are enrolled in Spoken English Classes. Worked on Excel for data storage

### Content Writer (Freelancer) Netajee Public School

01/2023 - Present

Odisha

2016-2019 Freelance Content Writer (Remote)

#### Achievements/Tasks

- Notice Writing, Advertisements, Official Letters, Brochure, Pamphlets, Proposals, Scripts for functions and events, Speeches, etc.

### Teaching Assistant Netajee Public School

2019 - 12/2022

#### Achievements/Tasks

- Content Writer and content ManagementSta
- Staff Management
- External coordination
- English Teacher and Communicative English Trainer
- Interview Screening for staff hiring

## SKILLS

Verbal & Written Communication

R & D

Creativity

Critical THINKING

Spelling & Grammar

Proof Reading

Editing

Social Media

Content Writing and Development

Management

Planning and Outlining

Documentation (for future references)

Transcribing

Strong Organizational Skill

Attention to Details

Fact Checking

MS tools

Editing and Review

Team Contribution

Plagiarism Free Content

Chat GPT

Writing Tools

Rephrasing

Copywriting

## PERSONAL PROJECTS

Freelancer at Darwinbox India Pvt. Ltd.  
(03/2023 - 03/2023)

- Project: 'Labeling' [Data Labeling for Resumes and Job Descriptions]
- Labelled 400 Resumes and went through more than 1000 Resumes for better performance

Dissertation Writing, Content Writing

Proofreading, Copywriting, Editing, Content Management

Transcribing

## LANGUAGES: ENGLISH, HINDI, ODIA

Language

Full Professional Proficiency