



ANKITA PANDA

CONTENT WRITER

PROFILE

I am an experienced content writer seeking a full-time position in content and marketing communications where I can apply my knowledge and skills for continuous improvement.

 (+91) 9040798015

 Panda98.ankita@gmail.com

 PUNE, MH, INDIA

 [Linktree/Aria_K.Edwards_](https://linktree.com/Aria_K.Edwards_)

EXPERIENCE

QA EDITOR | SWZD, ZIFF DAVIS APRIL 2023 - PRESENT

- Edit and proofread data, call scripts, and notes regularly,
- Research, verify, and fact-check the data to ensure the best quality.
- Collaborate and work collectively with a team for final approval.
- Meet deadlines consistently and regularly to meet the end client's requirements.

CONTENT WRITER | WEBCUBATOR TECHNOLOGIES JUNE 2022 - APRIL 2023

- Write AMPs and blogs for product promotion.
- Wrote content and designed graphics for seasonal campaigns.
- Researched, compiled, edited, and proofread drafts for final approval.
- Scheduled and coordinated with end clients for their content requirements.

EDUCATION

BBA LLB

NEW LAW COLLEGE, BVDU, PUNE

2015-2020

SKILLS

- Research
- Fact Checking
- Documenting and Reporting
- SEO Writing
- Copywriting
- Articles and Blogs
- Web Copy Writing
- Creative Writing



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EXPERIENCE

CONTENT WRITER AND PROJECT COORDINATOR | ALLCREST SOLUTIONS **JUNE 2022 - NOV 2022**

- Wrote, proofread, and edited content for the monthly newsletters.
- Collaborated with the content team to produce material aligned with the company's brand identity.
- Coordinated with the internal teams and clients and created concepts for deliveries.
- Created social media content regularly and made posts on Canva.
- Worked on project management software like Notion, Clickup, and Trello.

FREELANCE CONTENT WRITER AND EDITOR | HARIKA INK **DEC 2019 - NOV 2021**

- Curated articles and blogs on various niches
- Edited and Proofread articles, blogs, and books
- Researched, compiled, edited, and proofread drafts for final approval.
- Assisted in projects on writer's workshops and marketed the projects on social media platforms

CONTENT WRITER AND MARKETER | FREELANCE **MAY 2020 - JULY 2021**

- Wrote, proofread, and edited blogs, websites, landing pages, and articles for various clients.
- Edited, proofread, beta read, and ideated various strategies for content marketing.
- Research keywords and monitored analytics, created graphics for various global clients.

EXTRA CURRICULARS

- Finished C1 Certificate in English
- Score: 550 (Cambridge-190)
- Participated in Wingword Poetry Slam 2019
- Professional Development Training Program, 2019 (Guest Lecture) in Cyber Security
- Participated in Writeathon by Bookleaf Publishing, 2022

SKILLS

- Project Management
- Quality Improvement
- Workspace tools and software
- Proficiency in Gsuite
- Written and Verbal communication
- Graphic Design
- Social Media Marketing
- Collaboration and Service Delivery