

Prachi Singh

Content Writer



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my.visme.co/view/ojoz0yny-portfolio

ABOUT ME

Results-driven Subject Matter Expert proficient in Microsoft Office, excelling in content creation and proofreading. Successfully completed **50+** academic projects and generated over **2000** questions with answers. Expertise in developing engaging content and documentation, strategically positioning educational materials for maximum impact.

SKILLS

Hard Skills

Updated Curriculum Knowledge | Instructional Design | Curriculum Design | Educational Technology Integration | Artificial Intelligence | Editing and Proofreading | Content Writing

Soft Skills

Interpersonal Skills | Problem-Solving | Attention to Detail | Communication

Tools

MS Office: Word, Basic Excel, Access, Outlook, PowerPoint

WORK EXPERIENCE

Subject Matter Expert (Freelancer)

Straive, Remote

Oct 2023 - Feb 2024

- Analyzed and solved physics problems, demonstrating attention to detail and critical thinking skills.
- Managed time efficiently to meet task deadlines and collaborated effectively with cross-functional teams.

Academic Writer

Studygate, Remote

Jan 2023 - Jul 2023

- Completed **100+** academic projects in Humanities, Science, Management, Economics, Pedagogy, English demonstrating proficiency in research skills, attention to detail, and problem-solving.
- Integrated credible sources and strategies to ensure alignment with curriculum guidelines and developed engaging content tailored to meet academic standards and requirements.
- Effective client communication ensured client satisfaction and project success.

Subject Matter Expert

Physics Wallah, Remote

Oct 2022 - Dec 2023

- Developed captivating educational content for Govt exams and utilizing innovative approaches and creativity.
- Collaborated with diverse teams to produce high-quality and accessible learning materials.
- Produced over **2000** questions and answers to enrich educational resources, demonstrating strong curriculum design and content development skills.

EDUCATION

Bachelor Of Education: CSJM University

Nov 2021 - Sep 2023

Master Of Science: Physics CSJM University

Aug 2019 - Aug 2021

CERTIFICATIONS

Basic to Advanced MS Power point (Skill Nation)

Feb 2024 - Present

Prompt Engineering for Chat GPT (Vanderbilt University)

Jun 2024 - Present

CTET Teaching Exam (Paper 1 and Paper 2) (CBSE)

Dec 2022 - Present