

EDUCATION

Bachelor of Education (B.Ed)

MDU, Rohtak

2019 - 2021

B.A. (Hons.), English

Lakshmibai College

2016 - 2019

CGPA: 6.62/10

Diploma, Graphic Designing And Motion Graphics

Admec Multimedia Institute

2017 - 2019

Senior Secondary (XII), Commerce

LIONS PUBLIC SCHOOL

(CBSE board)

Year of completion: 2016

Percentage: 87.20%

Secondary (X)

LIONS PUBLIC SCHOOL

(CBSE board)

Year of completion: 2014

CGPA: 8.20/10

JOBS

News Writer

Newsbred, Virtual

Aug 2020 - Present

Writes news stories for publication.

Verifies accuracy of questionable facts.

Researching unique, relevant and urgent topics to bring to the public.

Graphic Designer And Social Media Manager

OneDigiTech, Virtual

Mar 2020 - Sep 2020

- Responsible for creating several graphics and Videos for social media platform

- Client Management

Freelancing

TheInkedpixels, Delhi

Mar 2020 - Mar 2020

Theinkedpixels.com- Content strategist for the website

Content Writing

TNK Design Desk, Virtual

Oct 2019 - Mar 2020

1. Responsible for developing content for various national & international client.
2. Created content for Design, Hospitality, Photography and Clothing Industry
3. Prepare well-structured drafts using WordPress
4. Update website content as needed

Multimedia Designer And Content Writer

ADMEC Multimedia Institute, Delhi

Jun 2019 - Jun 2020

- Handled social media account graphic work
- Maintained Quora Account (124 ques, 17k views)
- Research on industry-related topics.
- Created compelling blogs for their various websites.
- Created Presentations, event posters and various graphics

Graphic Designer

Xboom Utilities, Virtual

Apr 2019 - Oct 2019

INTERNSHIPS

Freelance Content Writing

Showboat Pvt. Ltd, Virtual

Jul 2020 - Aug 2020

Created content related to astrology and Zodiac Sign

News Writing

THE GUIDE, Virtual

Jan 2019 - Apr 2019

- Gained experience as news writer, writing in diverse fields covering Entertainment to Politics.
- Scanned various websites, newspapers, magazines, social media and other sources to support the story with relevant details.

Graphic Designer

Lakshmibai College, Delhi University, Delhi

Apr 2018 - Apr 2019

POSITIONS OF RESPONSIBILITY

Project leader in creating an entire design journey sample for all the courses in ADMEC Multimedia Institute.

Creative head and Illustrator for English Department of Lakshmibai college (Delhi University)

Positioned as head girl of my school.

SKILLS

MS-Office

Intermediate

MS-Word

Advanced

Adobe Photoshop

Intermediate

MS-PowerPoint

Intermediate

MS-Excel

Advanced

Adobe Indesign

Advanced

CorelDRAW

Intermediate

Adobe Illustrator

Intermediate

Adobe After Effects

Advanced

Social Media Marketing

Intermediate

Creative Writing

Intermediate

WORK SAMPLES**Blog link**<https://newsbred.com/user/bhumika-arora>**Other portfolio link**<https://drive.google.com/drive/folders/1OWQae0nhXOq9NWGrItzORPwhKQvITbNO?usp=sharing>**ADDITIONAL DETAILS**

I have good command over my communication skills. I easily mingle with people and can understand them in better way through communication. I have participated in 5 extempore competition and I have secured 2nd position in 2 out of 5

I'm a team player and a responsible person. I know how to work with and for people. As once I have been designated as head girl in my school, I have experience of managing different tasks simultaneously.

I'm a quick learner and always prefer to do some sought of research on the given topics as it helps me to understand the essence of the subject to the core.

I have base of graphic designing and thus possess a sound knowledge of Adobe Photoshop, Adobe Illustrator, Corel DRAW, InDesign and After Effects. I was able to secure 1st position in design competition among 20 students