

# Rimi Sharma

Kolkata, West Bengal

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#readytowork

## Work Experience

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### **Freelance Editorial Analyst**

Pepper

October 2019 to Present

Checking drafts and advising on grammar, spelling, punctuation and word usage

- Evaluated and Analysed content
- Edited and proofread articles based on the given client checklist

### **Active volunteer**

Bhumi

2016 to Present

Voluntarily taught English, Math and various kinds of brain stimulating games to children of 8 to

### **Freelance Content Writer**

January 2015 to Present

Writing thoroughly researched articles for various websites on varied genres.

- Maintenance of WordPress account and uploading content.

### **HR Intern**

IGlobal Staffing Solutions

August 2019 to October 2019

Assisted in Talent Acquisition

- Calling candidates, conducting telephonic interviews based on the company requirements and job profile
- Onboarding companies

### **HR Intern**

AmbujaNeotia Corporate Office - Kolkata, West Bengal

June 2019 to August 2019

Assisted in Talent Acquisition, training and development planning, and employee engagement activities

- Conducted a short study on employees to assess their personality types and job satisfaction by administering standardized questionnaires
- Drafting and Maintaining Company Policies.

### **Intern and Observer**

Manovikas Kendra and Biomedical Research Unit

September 2017 to February 2018

Observing clinical assessments on students; student behaviour in classroom settings

- Data collection on behalf of Biomedical Research Unit

### **Intern**

Child In Need Institute - Kolkata, West Bengal

June 2017 to July 2017

Working as an intern for three projects: Targeted Intervention, Indian Initiative of Child-Centred HIV/AIDS Approach and Prevention of Parent-To-Child Transmission of HIV

- Spread awareness about HIV, health, protection, prevention and nutrition to Female Sex Workers and HIV positive parents and children.

### **Intern**

Calcutta Pavlov Mental Hospital, Kolkata - Hugli, West Bengal

January 2017 to July 2017

Dist.)

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## **VOLUNTARY WORK EXPERIENCES**

### **Freelance Transcriber**

Transcriber for Rachana Leveque

April 2015 to September 2015

Transcribed recorded interviews for a PhD research project on Architecture

### **freelance writer**

Online Content Writing for Story Alert

February 2015 to April 2015

created witty and funny content for this website.

- Coordinated with the team and came up with relevant topics to write on, depending on the website demands.

## **INTERNSHIP EXPERIENCES**

Freelancer.com

February 2015 to March 2015

February -March, 2015)

- Translated and Transcribed audio files in Hindi to English.

## **INTERNSHIP EXPERIENCES**

### **Volunteered to be a member of Joy**

Joy of Giving - Mumbai, Maharashtra

2011 to 2011

for collection and donation of food, clothes and books to various shelters, homes, hospitals, schools and villages across Mumbai,

## Education

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### **Master's in Applied Psychology**

The Neotia University - Kolkata, West Bengal

August 2018 to Present

### **B.Sc. (Hons.) in Applied Psychology**

The Neotia University - Diamond Harbour, West Bengal

2015 to 2018

## Skills / IT Skills

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- WORDPRESS
- MICROSOFT OFFICE
- MAC
- MAC OS

## Certifications and Licenses

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### **Substance Abuse Treatment Orientation Program- Certification of Completion**

November 2019 to Present

## Projects / Papers Presented

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### **Study to Determine Factors Affecting Tobacco Smoking in Young Adults**

November 2018

This was my dissertation project. As a part of this study, I conducted interviews and collected 10 days' data on smoking habits of students. The participants were grouped into 2 categories (smoker group and non-smoker group). Their personality, subjective wellbeing, coping skills, anxiety, depression were also assessed using standardized psychological testing tools.

## Additional Information

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### **WORK SKILLS**

Technical Windows, Mac OS X, WordPress, Google Docs and Slides, Microsoft Office Suite