

MONALISA DEKA

Mailing Address: H95, Lajpat Nagar-1 Near Krishna Market. Delhi **Phone:** +91 9885672783 **Email:** monalisa2223@rediffmail.com

INTRODUCTION:

4+ years of Global experience in Proof-reading, content creation & technical journal editing for International Conferences. Inclined towards achieving perfection in quality of every published content & report. Worked with delegates & researchers from across the globe in the Biotech industry. Expertise in event management & crisis handling. Seeking career opportunity in the field of editorial quality control & content writing.

KEY SKILLS:

PROOF READING	CONTENT WRITING	REPORT WRITING
EVENT MANAGEMENT	CONTENT EDITING	PRESS NOTE RELEASE
RELATIONSHIP MANAGEMENT	BRANDING	MS OFFICE

EDUCATION:

NAME OF INSTITUTE	PROGRAM	YEAR	GRADE
New Horizon College of Engineering, Bangalore	B.Tech, Biotechnology	2006-10	75% (1 st class)
Amity University	M.Tech, Biotechnology	2010-12	7.48/10 (1 st class)

WORK EXPERIENCE:

Senior Associate-Content

Aug 2016-Feb 2017

CONTENT WRITING	Managing content for Print & Online mediums of People Matters with expertise in News/Blog/Feature Writing. Spearheading interviews with top business leaders & articulating them in story format for Online/Print publications.
CONFERENCES	Covering National Level Conferences (both on-ground/virtual), Round tables, Webinars & Tweekchats. Part of the editorial and production team of monthly print magazine of People Matters.

Team Lead-QC OMICS International, Hyderabad, India

June 2012-2016

CONTENT EDITING PROOFREADING	Lead a team of 10 writers & editors for creating marketing content for OMICS International conferences. Proof-read 300 Manuscripts for Scientific Journals of OMICS Group (Journal of Cancer Science & Therapy) Quality check of 5000 Abstracts (syntax corrections & technical corrections) presented in OMICS Conferences.
CONTENT WRITING	Designed conference themes & gave valuable inputs for the webpage template to the web design team. Suggested business tracks with inclusions from the sales team before OMICS Group conferences. Created content for OMICS Group website, Journals & Conferences and wrote pre/post event report for the same.
INTERNATIONAL EVENT MANAGEMENT (USA)	Spearheaded 80 global conferences in biotechnology across 10 cities of USA within a short span of 8 months. Networked with over 500 scientists, doctors & academicians from across the globe for journal up gradation. Designed business planning & proposals, released press notes & notifications for external communication. Incorporated brand building & marketing ideas-Quick Response code, Conference Live Blogging, Twitter hashtag.

INTERNSHIPS:

Trainee Biotechnologist, Amity Institute of Biotechnology	"Alcohol and Biomass Production from Fruit & Vegetable Waste Extract"	Feb-June 2012
Trainee Biotechnologist, Institute of Reservoir Studies (ONGC), Ahmadabad	"Degradation Studies on Paraffinic Crude Oil Using Paraffin Degrading Bacterial Consortium"	May-July 2011

OTHER ACHIEVEMENTS:

1st position in Business Plan in technical fest, COGNIZANCE'10 on "Oyster Mushroom" at IIT Roorkee (2010) 2nd position in Poster presentation in technical fest, COGNIZANCE' 10, on "RNAi" at IIT Roorkee (2010)
1st prize in Essay writing competition, Assam Association, Ahmadabad (2002)
2nd prize in play in cultural fest, on "Drug Addiction", Amity University, Noida (2012)
Participated in paper presentation in technical fest, on "RNAi" at Delhi College of Engineering, New Delhi (2012)
Participated in workshop on Web Drupal conducted by Amity University
Participated in 15 days hands on training on medical instrumentation in Bhatt Biotech, Bangalore

LANGUAGE SKILLS: English (Professional fluency), Hindi (Professional fluency), Assamese (Native), Bengali, German (Elementary).