

CHAITANYA REMA

Junior Copywriter

9977947214



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Indore, India



SUMMARY

Dedicated junior copywriter with experience in achieving tangible results and cross-team collaboration. Proactive and excited to partner with like-minded individuals to achieve goals.

EDUCATION

Shree Vaishnav Vidyapeeth Vishwavidyalaya

Bachelors in Journalism and Mass Communication
2019-2022

National Institute of Open Schooling

Completed 12th Standard
2018-2019

SKILLS

- Social media copywriting
- Client communication
- Persuasive writing
- Creative thinking
- Interpersonal communications
- Content strategy
- Proofreading Copywriting, editing and review
- Team contribution

HOBBY AND INTERESTS

- I am a theatre artiste, I have also associated and implemented creative event concepts and themes.
- Reading, singing, writing I also like learning languages.
- I am fluent in Malayalam, English and Hindi

PROFESSIONAL EXPERIENCE

Junior Content Writer.

IXL | [Feb 2025] – Present

- Develop and write content for digital platforms, including SMS campaigns, newsletters, and research maps, ensuring brand consistency and clear communication.
- Additionally, create compelling social media content to enhance brand presence, engagement and clear communication.

Junior Copywriter

Dotdx l. May 2024- Dec 2024

- Assisted in managing social media accounts, creating captivating posts that increased follower engagement.
- Proofread and edited blog posts before publication, upholding high standards of accuracy and quality.
- Compiled and presented reports on content performance, offering recommendations for future improvements.
- Coordinated with graphic designers to integrate visual elements with textual content, improving reader engagement.

Front Desk Receptionist

Podar International School. | Jan- Feb 2024

- Facilitated swift check-out processes, ensuring guest satisfaction and encouraging return visits.
- Responded to guest complaints with empathy, offering practical solutions to enhance their stay.
- Developed strong rapport with regular guests, recognising their preferences for personalised service.

Customer Service Executive

Altruist Technologies Pvt Ltd- Oct-Dec 2023

- Dealt with complex complaints and solved customers problems professionally and politely, resolving issues with favourable solutions.
- Communicated with customers ,through phone calls, online chats and emails to assess customer needs and provide solutions.
- Maintained excellent customer satisfaction by delivering high- quality customer service and dealing with all matters appropriately.