

JYOTSNA VERMA

103, SLV SkyHouses

Channasandra Main Road, Maithri Layout,
Whitefield, Bengaluru, Karnataka 560066

Email: jyotsnavermaa@gmail.com

Phone: 9953996784

Objective:

Dedicated and creative professional with over 12 years of experience in communication and content creation, seeking a position in coordination that leverages my skills in collaboration, organisation, and effective communication.

Professional Experience:

PRT English

Whitefield Global School, Bangalore, India

October 2022 - Present

- Instructing English across Grade 3 to 5
- Managing the school's Facebook page
- Undertaking additional responsibilities as directed by school authorities
- Health and wellness incharge

Academic Coordinator

Ardee World School, Noida, India

September 2016 - February 2017

- Collaborating with school management, teachers, and parents
- Conducting workshops to enhance teachers' competency
- Assisting in the recruitment process and conducting orientation programs for new teachers

Senior Editor

Pragati Infosoft Pvt Ltd, New Delhi, India

September 2010 - November 2013

- Conducting extensive research
- Developing
- Proofreading, and deploying online content

Assistant Language Teacher

W5 Staff Services, Osaka, Japan

March 2007 - July 2010

- Instructing students in English communication and writing
- Training differently-abled students
- Engaging with students, teachers, administrators, and parents

Senior Executive, Publisher Response Cell

Universal Subscription Agency Pvt Ltd, Gurgaon, India

October 2005 - January 2007

- Communicating with international and national publishers
- Assessing client needs and troubleshooting queries
- Managing Publisher Response Cell independently

Copywriter-cum-proofreader, Intern

Noshe Oceanic Pvt Ltd, Delhi, India

June 2005 - September 2005

- Collaborating with clients and the Designing Department for content creation
- Copy-editing and proofreading content

Communication Executive (Contract)

Deepalaya, Non-Government Organization, New Delhi, India

September 2004 - December 2004

- Communicating with donors in India and abroad
- Fundraising, maintaining records, and organising events

Education

- Diploma: Journalism and Mass Communication, IGNOU
- Certification in Copy-editing and Proofreading, IGNOU - Delhi
- Bachelor of Science in Electronics, Delhi University - Delhi

Skills

- Well-versed in computers
- Strong communication skills (both verbal and written)
- Effective time management

Personal Details

- Nationality: Indian
- Date of Birth: 21/09/1978
- Place of Birth: Delhi, India
- Marital Status: Married
- Number of Children: 1

Jyotsna Verma