

JYOTSNA VERMA

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Professional Profile

Creative, resourceful Content Writer with 12+ years of varied experience in communication. Excellent ability with editing and adjusting content based on client feedback. Strong history of meeting deadlines and exceeding expectations.

Work Experience

Oct 2022- present

PRT English

Whitefield Global School, Bangalore, India

- Teaching English across Grade 3 to 5
- Facebook Incharge
- Other duties of similar nature as requested by the School authorities.

Sep 2016- Feb 2017

Academic Coordinator

Ardee World School, Noida, India

- Collaborating with school management, teachers and parents
- Conduct periodic workshops to improve teachers' level of competency and proficiency in teaching.
- Assists in the department recruitment process.
- Conduct orientation programs for new teachers.
- Other duties of similar nature as requested by the School Principal.

Sep 2010 - Nov 2013

Senior Editor

Pragati Infosoft Pvt Ltd, New Delhi, India

- Doing extensive research on the content
- Developing the content
- Proofreading the content
- Deploying the content online.

Mar 2007 - Jul 2010

Assistant Language Teacher

W5 Staf Services, Osaka, Japan

- Teach students how to communicate and write in English.
- Inducing confidence, instructing children on the basic development skills like goal setting and attainment.
- Trained differently abled students (Autistic, Blind and slow learners).
- Communicate with the students, teachers, administrators and parents.

Oct 2005 - Jan 2007

Senior Executive, Publisher Response Cell

Universal Subscription Agency Pvt Ltd, Gurgaon, India

- Communication with International as well as national publishers.
- Communication with the broad clientele of USAPL spread all over the world. • Assessment of clients' needs and troubleshooting their queries.
- Content writing for the organisation's website
- Managed Publisher Response Cell(PRC) independently

Jun 2005 - Sep 2005

Copywriter-cum-proofreader, Intern

Noshe Oceanic Pvt Ltd, Delhi, India

- Writing content for the advertisement in coordination with the client and Designing Department
- Copy-editing and proofreading the content.

Sep 2004 - Dec 2004

Communication Executive (Contract)

Deepalaya, Non Government Organisation, New Delhi, India

- Communication with our clients (donors and prospective donors) in India and out of India

- Fundraising
- Maintaining Records
- Organisation and planning events

Education

- **Master in Education Management and Administration, IGNOU (pursuing)**
- **Diploma: Journalism and Mass Communication**
IGNOU
- **Certification in Copy-editing and Proofreading**
IGNOU - Delhi
- **Bachelor of Science: Electronics**
Delhi University - Delhi

Skills

- Well Versed in Computers
 - Communication (Both Verbal and Written) ●
- 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