

KIRTI CHANGLANI

ULHASNAGAR, MUMBAI.

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EDUCATION

JUNE 2023 – APPEARED

MASTERS IN ENGLISH LITERATURE, CHM COLLEGE, MUMBAI UNIVERSITY

- Relevant Coursework: Literary History, Understanding of Sociology, Research
- Dissertation Topic: Gendered Violence

MAY 2021 – GRADUATED

BACHELOR OF MASS MEDIA & JOURNALISM, VES COLLEGE, MUMBAI UNIVERSITY

- CGPA – 8.96 & Grade – A

2018 – COMPLETED

HSC IN SCIENCE, CHM COLLEGE, MAHARASHTRA STATE BOARD

EXPERIENCE

(FULL-TIME) NOVEMBER 2023 — APRIL 2024

CONTENT WRITER, HIGHGROWTHERS BRANDWIKI, THANE

- Created social media calendar content and website copy.
- Handled Coordination and communications work with clients and designers.

(FULL-TIME) SEPTEMBER 2023 — OCTOBER 2023

PR CONTENT WRITER, SADHU VASWANI MISSION, PUNE

- Wrote and edited letters for emergency communications to officials, and reports for monthly magazines.
- Managed writing WhatsApp messages, proofreading, and data sourcing for articles and multimedia content

(FULL-TIME) JUNE 2022 – JULY 2023

COPYWRITER & SOCIAL MEDIA MANAGER, AYDEN LABS, ULHASNAGAR

- Managed social media strategies and content for 12 clients across 20 accounts.

JANUARY 2023

BOOK TRANSLATOR (ENGLISH TO HINDI), FREELANCE

- Translated a Novella, ensuring grammatical accuracy, aligning with original tone.

DATES FROM OCT – DEC 2021 & FEB – MARCH 2022

VIDEO SUBTITLE WRITER AND TRANSLATOR, FREELANCE

- Translated and subtitled over 60 videos from Hindi to English.
- Ensured grammatical correctness and viewer comprehension.

DATES FROM MAY – AUGUST 2019 (INTERNSHIP)

CONTENT WRITER & SOCIAL MEDIA MANAGER, STATIC CODES, KALYAN

- Wrote content for the company's webpage, brochures, and social media.
- Managed and scheduled posts for 2-3 clients' social media.

SKILLS

- Basic Canva
- Adobe InDesign software
- Hootsuite
- MS- Word & PowerPoint
- Social media management
- Content creation
- Spoken & written English
- English Language teaching
- Article writing
- Copywriting
- Researching
- Editing/ proofreading