Pavithra Kaushik

Contact

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Top Skills

- Problem-solving
- Copy editing
- Data analysis
- Data cleaning

Certifications

- Google professional data analytics Certificate
- The fundamentals of digital marketing

Summary

- I am an accomplished professional with a background in engineering and a passion for copy editing. After taking a career break to nurture my two wonderful children, I am now ready to dive back into the professional world.
- **Immediate Joiner**: With my children now at a more independent stage, I am ready to hit the ground running and contribute to a dynamic team from day one.
- **Passion for Results**: I am a proactive problem-solver who thrives on challenges and takes pride in achieving exceptional outcomes.
- Whether it's deciphering data patterns or refining written content, my goal is to drive results that positively impact businesses and their customers.

Education

INFO Institute of Engineering.

Bachelor of Engineering - BE, Electronics, and Communications Engineering. (2012 - 2016).

Experience

Associate copy editor

TNQ Technologies

September 2016 - June 2018 (1 year 10 months)

- Excellent command of grammar, punctuation, and syntax.
- Strong attention to detail and exceptional proofreading abilities.
- Knowledgeable in content editing, fact-checking, and style consistency.
- Familiarity with various editing tools and software (e.g., Microsoft Word, Adobe Acrobat).
- Ability to work under pressure and meet tight deadlines.
- Exceptional written and verbal communication skills.
- Strong organizational and time management abilities.
- Collaborative team player with the ability to give and receive constructive feedback.
- Conducted research to support writers and editors in developing accurate and engaging content.
- Created and maintained editorial calendars, ensuring the timely completion of assignments.
- Assisted in the preparation of promotional materials, press releases, and marketing collateral.
- Managed correspondence and maintained.