

Résumé

TRISHA MANNA

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PROFILE SUMMARY

Versatile Content Writer with 3.1 years of experience. Expertise includes Alt-Text writing, analyzing, preparing cat-sheet for chemistry, physics, biochemistry, math, physics, humanities images. Writing content, storytelling, blogs on different topics such as Management Studies, Science, Social and Health Care, Travel and Tourism, Web Content, Inorganic Chemistry, etc. Worked on Foreign university assignments, dissertation, critique review of journals, business reports, posters, presentation. Passionately interested to explore different types of opportunities, activities, and profiles in the content development sector.

WORK HISTORY

Content Writer-Alt-Text Writer

Lumina Datamatics Limited - Bangalore, Karnataka

05/2019 - 08/2020

- Authored error free alt-text for chemistry, physics, bio-chemistry, Mathematics, biology, and humanities images based on specific client guidelines.
- Authored, reviewed, and edited alt-texts for chemical structures, reactions, mechanisms, mathematical equations, graphs, charts, biological, and chemical processes, tables, historical photos, artifacts, lithographs, few maps, applications, and software related screenshots etc.
- Used SMILES strings to author alt-text for chemical structures as per client specific guidelines.
- Worked on Macmillan Learning, John Wiley , Cengage titles.
- Reviewed and implemented changes as per the recommendation of NA reviewers and SMEs in order to deliver error free content and to satisfy the expectations of the clients and e-publishing industry needs.
- Utilized exceptional writing, editing and proofreading skills to produce engaging and error-free content.
- Analyzed the image complexities and prepared cat-sheet/Cost sheet for Macmillan Learning, John Wiley , Cengage titles accordingly.
- Although expertized in chemistry but handled the other subjects images with equal consistency and accuracy.
- Managed completing deadlines with efficiency.
- Worked effectively within team and showed impressive output.
- Communicated with all team members to identify any the issues related to alt-text and planned the solution accordingly deliver the projects on time.
- Worked on the process of identification of accessible images that requires alt text.

Content Writer

- Completed thorough research into assigned topics.
- Wrote and edited high-quality content and visually impactful programs under deadline pressure with exciting, captivating and authentic approach.
- Churned 3500 (writing) words per day.
- Prepared business reports, academic and business presentation, A3 posters in word and PPT, booklet, newsletter, memo, dissertation with primary and secondary data analysis fo UK, US, china, as well as India based clients.
- Wrote blogs, stories (Storytelling) on several management, food and travel, science, health and social care, business product and service related topics.
- Impressively reviewed, edited and proof-read the contents.
- Communicated with clients in order to understand their requirements.
- Used excel, SPSS for data analysis.

CERTIFICATIONS

- 1 year DITA course (Diploma in Information Technology Application) from Youth Computer Center - 2016 (83.75%).
- 3 months Certificate in computer fundamentals from Sree Sarada Math Rasik Bhita -2008 (72%).
- Indian Fine Art- 5th Year from Bharatiya Charu Kala Mandir- 2007

ACADEMIC QUALIFICATION

Master of Science: Chemistry

Acharya Prafulla Chandra College - Kolkata, West Bengal

08/2015

- Post graduated with in First Class with 67%.
- Coursework in Organic chemistry, physical chemistry with inorganic chemistry as special paper.

Bachelor of Science: Chemistry

Brahmananda Keshab Chandra College - Kolkata, West Bengal

06/2013

- Graduated in First Class with 61.88%.

Higher Secondary Examination (10+2): Pure Science

Ariadah Sarbamangala Balika Vidyalaya - Kolkata, West Bengal

04/2010

- Passed in First Division (74.40 %).

Secondary Education

Ariadah Sarbamangala Balika Vidyalaya Kolkata - Kolkata, West Bengal

05/2008

- Passed in First Division (85.88%).

SKILLS

- Exceptional writer
- Alt text
- Highly organized
- Research expert

- Content development
- Content optimization
- Spelling abilities
- Storytelling
- Printing procedures understanding.
- Grammar proficiency
- Editing skills
- Proficient in MS-Word, Excel, PowerPoint, MS-access, Paint 3D
- Proficient with google docs, sheets.
- Working knowledge in chemdraw, chemsketch, windows movie maker
- Proficient with WordPress, Blogger.
- Fluent in English, Hindi, Bengali.
- Team coordination
- Proficient in Grammarly
- Comprehensive briefings
- Fast learner
- Decision-making
- Investigative skills
- Collaborative
- Strong graphic and visual sense
- Social media
- Team player
- Concept development
- Marketing understanding

PERSONAL INTERESTS

- Interior designing
- Photography
- Aquarium
- Learning about electronics and technology, and gadgets
- Photography, photo & videos editing
- Traveling
- Cooking

DECLARATION

I hereby declare that the information furnished above is true to the best of my knowledge.

Trisha Manna

Place: Bangalore

Date: August 10, 2020