

PERSONAL

Name Kivi Lydia Vito
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RESUME OBJECTIVE

Reliable Intern seeking an internship opportunity to expand skills and gain valuable real-world experience. Versatile Writer proficient in researching, writing and editing diverse content. Works with minimal input to produce engaging, authoritative and error-free work.

WORK EXPERIENCE

Content Writer||Pinkvilla

Pune , Maharashtra - February 2021 - June 2021

- Utilized exceptional writing, editing, factchecking and proofreading skills to produce engaging and error-free content.
- Formatted articles, blogs and webpages with HTML, photos and infographics.
- Provided writing support in fast-paced environment for variety of public-facing materials.
- Wrote and edited high-quality content and visually impactful programs under deadline pressure with exciting, captivating and authentic approach.
- I worked in a fast-paced environment and wrote up to ten articles per day.
- Excellent in a teamwork environment.

Writer/Sub-Editor||Humans for Humanity

Pune , Maharashtra - July 2021 - September 2021

- Proofread and Fact checked copies written by colleagues to correct spelling, punctuation and grammar.
- Researched and wrote technical articles on awareness about menstrual health.
- Organized material to research and complete writing tasks

SEO Content Writer||PortraitFlip

Pune, Maharashtra – November 2021 – January 2022

- Strategized content based on Google Analytics data, geographical targeting and keyword planning.
- Collaborated with team of writers and content marketing strategists to create copy promoting clients' SEO and sales
- Evaluated project requirements and content standards for each project to produce copy in line with creative structure.

LANGUAGE

Japanese Spanish
Hindi English

ADDITIONAL INFORMATION

- Run a WordPress blog <https://lydia200.wordpress.com/>
- Wrote a research paper on “*The Siddhis, An African descent in India*” & “*Impact of COVID 19 On Women: Case Study on Domestic Workers (India)*”
- A member of the *National Cadet Corps (NCC)*
- Volunteer at a preschool to help young children with basic skills.
- An active member of the *Naga Students Union*
- A member of the *International Organization “The Indegenous”*