

# Neha Sharma

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“Highly motivated professional with experience of working under pressure and managing tight deadlines. Looking to work with a reputable organization to expand my learnings, knowledge, and skills while making a significant contribution to organization’s goal as well as to attain my professional growth”

## Professional Experience:

### M.P.S limited

Feb 2019–Present

#### Copy-editor

- Rewrite texts to improve clarity and readability
- Assists in proofreading documents, including checking content for accuracy, grammar, completeness, and consistency
- Manage the work flow in copyediting in timely manner
- Develop good working relationships throughout the organization
- Prioritize and manage workload in a high-volume environment in order to meet deadlines and support team-mates meeting theirs
- Good working knowledge of English grammar and usage
- Working to improve the team’s overall performance and embraces a collaborative approach
- Work closely with other team members to resolve content, referencing, or scheduling issues.

### University Express

Mar 2015–Feb 2016

#### Media content planner

- Strategizing brand campaigns
- Brainstorming content and campaign strategies for digital expansion
- Responsible for analyzing data and innovatively strategize it to increase reach and publish content accordingly

## Internships

### Ordnance Factory, Dehradun

June 2013-July 2013

**Project:** To study the production processes of parts of HR Binocular

### OPTO Electronics Factory, Dehradun

June 2012-July 2012

**Project:** To study ‘CNC Machines: FANUC Control system

## Academic Profile:

- B. Tech -Industrial and Production Dehradun, Institute of Technology, (Uttarakhand Technical University)
- Senior Secondary School Certificate KVOFD Dehradun,
- Secondary School Certificate, CBSE KVOFD Dehradun

## Skills:

- Interpersonal skills
- Verbal/Non-verbal communication
- Time management
- Problem-solving

## Extra-Curricular:

- Publicity- Advisor (Core Team) SAE-DIT collegiate club
- Coordinator/organizer of various events in school and college

## Certification:

### Core Java Programming

July 2017–Sep 2017

**Institute:** Sai Saksharta Mission Society, Dehradun

Description: Completed the certified training in Core java including OOPs concepts, Multithreading, Exception Handling and Collections