

Jayesh S

Kochi, Kerala, India • jayeshsanwriter@gmail.com • 735-645-4699 • linkedin.com/in/jayeshsan

Content Writer / Translator

Over 13 years of demonstrated experience creating and editing content for staffing, information technology, hospitality, automobile, publishing, and marketing industries. Proven expertise in translating fiction and non-fiction documents and books from English to Malayalam.

— Key Qualifications —

- Published author and translated fiction/non-fiction books from English and Tamil to Malayalam.
 - Proven expertise in researching and developing content for online/offline platforms.
 - Skilled in keyword optimization, internet search, content strategy, and SEO content creation.
 - Over 10 years of experience writing professional resume, LinkedIn profile, and cover letter for global staffing agencies.
 - Expertise in Microsoft Office Suite, Windows, Mac and Ubuntu Linux operating systems, Open Office, Typeit!, Adobe Illustrator, Adobe Photoshop, PDF Professional, SnagIT.
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Professional Experience

Freelance Content Writer / Translator, Kochi, India

4/2013 to Present

Write social media content for digital marketing projects. Create content for inbound marketing initiatives and technical eBooks. Develop professional resume, LinkedIn profile, and cover letter for various international clients. Ensure resumes win remarkable score in ATS scans.

Selected Contributions:

- Wrote hundreds of resumes, cover letters, and LinkedIn profiles for global job seekers.
- Translated employee handbook for the Government of India (Energy & Healthcare departments).
- Created SEO content for PAN India website of Apollo Hospital Group.
- Published translation of books and articles by Robert Kiyosaki, Jeffrey Archer, Allan Pease, Perumal Murugan, Charu Nivedita, Devdutt Pattanaik, and Yoko Ogawa.
- Active contributor to WordPress localization projects and Wikipedia content creation and editing.

Ravsan Ventures Pvt. Ltd., Kochi, India

7/2017 to 4/2018

Sr. Sub Editor, www.bizencyclopedia.com

Led design, development, and content strategy planning for a business information portal aiming at providing supportive information for start-ups, agriculture, finance etc.

Selected Contributions:

- Supervised a team of 3 web developers, 2 designers, and 10 content writers while ensuring quality and strictly following organizational policies and standards.

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Narada News – Kochi

8/2016 – 7/2017

Sr. Sub Editor

Coordinated news coverage with fellow editors, along with multiple freelancer writers and photographers. Covered stories on politics, government, social issues, and local events.

Selected Contributions:

- Selected local, state, national, and international news items received from various sources, based on assessment of items' significance and interest value.
- Liaised with wide-ranging story sources, including senior journalists, activists, politicians, and social workers and developed stories that went viral in social media.

Diacritic Technologies Pvt. Ltd., Chennai

3/2016 – 6/2016

Language Editor

Edited and proof checked books, science journals, e-materials etc. Followed proofing and editing stylebooks and templates and maintained company style. Communicated between authors and publishers, ensuring quality publications.

- Conducted research and edited articles to ensure clarity, accuracy, and consistency for publication in journals, for posting on website and for use by news publications in various formats across the world.

Freelance Writer/Editor, Kochi/Chennai/Hyderabad/Thiruvananthapuram

9/2014 – 3/2016

Clients: International Film Festival of Kerala (2014), Smaat India Pvt. Ltd, AJR Info Systems, Mutotak Technologies, Illustris Software Solutions, Daimler India Commercial Vehicles

Iconma LLC., Hyderabad

7/2011 - 1/2014

Resume Editor

Wrote, edited, and formatted resumes and profiles for various positions in The United States.

Additional Experience:

Senior Production Assistant - 3D Animation (2006 to 2010), DQ Entertainment Pvt. Ltd., Hyderabad, India

Educational Background

Bachelor of Commerce, Finance & Accounting

Calicut University, Kerala, India

Diploma in Computer Integrated Management, Brilliant's Computer Academy, Palakkad, Kerala

Certificate in Computerized Accounting (Tally), NAPCOL, Palakkad, Kerala