

R. ANITHA EUNICE DEVA KIRUBAI

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Career Abstract:

- M.A. in Mass Communication and Journalism with 6.5 years experience working with US and UK media PR contacts, around five years experience in assisting an Editor in all aspects of publishing and three years experience as a freelancer doing the same
- Proficiency in the areas of editing, translating, designing and publishing related to the print media
- Handling clients and executing the work from the basics to the end
- Attending calls and troubleshooting client queries (US and UK)
- Training people

Career Experience:

- Working as a publication co-coordinator for HBRajkumar publications
- Worked as a freelancer for designing and translation work
- Worked as an Associate Manager in Nasdaq OMX
- Worked as an Associate Manager in Thomson Reuters
- Worked as a Team Lead in Thomson Reuters
- Worked as a Team Lead in Redegginfoexpert Technologies
- Worked as a Research Analyst in Redegginfoexpert Technologies
- Worked as a Freelance Graphic Designer and Journalist

Responsibilities:

Publication Coordinator (April 2015 – Present (1 year 1 month))

- Responsible for promoting and sales co-ordination
- Acting as a bridge between the author and the buyers
- Translated a daily devotion book into English

Freelancer (October 2014 – March 2015 (6 months))

- Translated a book for Rev. Samuel MohanRaj
- Did the designing work and DTP in Tamil for Rev. Samuel MohanRaj
- Digitalized around 50 books for HBRajkumar Publications

Associate Manager

NASDAQ OMX (January 2014 – September 2014 (9 months))

Thomson Reuters (April 2013 – December 2013 (9 months))

- Was part of the management team which takes all the decisions regarding the department
- Was responsible for the delivery of reports to a maximum of 25 clients on a daily basis
- Was responsible for a team of two team leads who each had 16 resources under them
- Was responsible for the client communication through email and calls for the all the projects
- Handled the analysis for many tech, pharma and medical clients
- Troubleshooter – technical as well as personnel
- Was the head of the Analysis department and have trained clients and the team. Wrote many training materials
- Acted as senior consultant for the other teams in the department
- Was part of the recruitment team and was responsible for production related interviews

Team Lead

Thomson Reuters (February 2012 – March 2013 (1 year 2 months))

REDEGG InfoExpert Technologies Pvt Ltd also known as MYMEDIAINFO (January 2010 – January 2012 (2 years 1 month))

- Was responsible for doing many pilot projects and clinch deals
- Was responsible for a team and have had a maximum of 16 resources and have managed more than 15 projects at a time
- Was responsible for the client communication for all the projects
- Acted as a consultant for the other teams in setting up projects
- Was responsible for setting up the training materials for the team
- Acted as a product coordinator between the Software and the production team
- Was head of the technical team which explored possibilities of technical improvement for the production team
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Research Analyst (March 2008 – December 2009 (1 year 10 months)) at REDEGG InfoExpert Technologies Pvt Ltd also known as MYMEDIAINFO

- Was part of the media analysis team which writes analysis for many clients
- Was part of the profile writing team which writes the profiles of journalists in the US and UK media and was known as the “Profile Machine”
- Was part of “Media Intelligence” which researched on the contacts in the media
- Was responsible for the report delivery and weekly reports of five co-resources

Freelancer (March 2005 – December 2007 (2 years 10 months))

- Translated five books written by John C. Maxwell into Tamil and was responsible for doing the DTP as well as the proof reading.

- Designed many wrappers and brochures for India Bible Literature, India Church of the Nazarene, Ambetkar Pathipakam and many other individuals.
- Was responsible for making the Annual Report, Financial Report and Journal for the India Church of the Nazarene and Lanka Church of the Nazarene.
- Translated a book on Parenting.
- Worked as an editor, proof reader, translator and designer for HBR Publications.
- Done DTP and designing for many books and magazines.

Education:

Mastered in Mass Communication and Journalism from Alagappa University, Karaikudi in the year 2007 with 63%.

Graduated in Computer Science (B Sc) in the year 2005 with **85.1%** from Anna Adarsh College for women, Shanti colony, Chennai – 600 040

Passed Higher Secondary in the year 2002 with **87.3%** from Sri Krishnamal Matric Hr. Sec. School Mogappair Chennai – 600 050

Passed Matriculation in the year 2000 with **80.5%** from Sri Krishnamal Matric Hr. Sec. School Mogappair, Chennai – 600 050

Technical Qualification:

Graphic Designer Pro, Web Designer Pro, Flash Action scripting from Image Infotainment Limited, Institute of Multimedia Arts & Graphic Effects Chennai – 600 102

Diploma in Adobe Publishing from CSC Softview Visual Communication Blue Star, Chennai

Skills:

Languages: C, C++

Operating Systems: 98, 2000, XP, 7, 8

Databases: Oracle8i, Microsoft Access

Application Oriented: VB6

Graphic Designing: Photoshop7, CS, Pagemaker7, Corel Draw 11, Paint Shop Pro 8, Photoimpact 8, Acrobat, Adobe Illustrator 10, CS, In Design 2.0, CS

Web Designing: Flash MX, MX2004, Dreamweaver, Swift 3D, Sound Forge

Scripting: Action Script 2.0

Office: Word and Excel

Typing: English, Tamil (Phonetic)

Management: Training and Equipping, Relationship management, Recruitment

Other Credits:

Twice the winner of Employee of the year in Redegginfoexpert
Topper in the TL IJP
College 2nd in Digital Logics and Fundamentals in 1st Year
College 2nd in C++ Language in 2nd Year
College 2nd in Data Structures in 2nd Year
College 1st in Microprocessor and Applications in 3rd Year

Other Details:

Father's Name	H. B. Rajkumar
Father's Occupation	Author and Publisher
Date of Birth	31 – 01 – 1985
Sex	Female
Nationality	Indian

Date: 26-4-2016

R. Anitha Eunice Devakirubai