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# Konika Sharma

Senior Editor - Team Lead

## PROFILE

Experienced and detail-oriented content editor with a track record of successfully coordinating, producing, and publishing tailored content. Managed 75+ and led 88+ book projects, demonstrating proficiency in organizing and executing complex editorial, management, and leadership tasks.

Highly organized team player adept at handling multiple projects simultaneously with precision. Strong communication, planning, and problem-solving skills with proven ability to work with industry experts and consistently deliver projects on time.

## EDUCATION

**Delhi University (SOL)**

**BA: English Hons.**

Pursuing (2020-2023)

**Instituto Hispania**

**Level Cuatro: B1.1: Spanish**

- Level 1 - 68%
- Level 2 - 76%
- Level 3 - 81%
- Level 4 - 90%

**Techstack Academy**

**Digital Marketing**

Corporate Technologist Digital Marketing

## GET IN TOUCH



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## SKILLS

- **Style Guides, Proofreading Submissions, Quality Standards, Developing Content, Constructive Feedback, Maintaining Standards and also Content Planning.**
- **Spelling, Punctuation and Syntax Publication Content Planning Originality and Creativity, Editing, Publication Production Oversight**
- Proficient in **G Suite applications**, including Google Docs, Sheets, Slides, and Gmail, as well as **Microsoft Office Suite**, including Word, PowerPoint, Excel, and Outlook. Demonstrated ability to effectively utilize these tools to streamline workflows, enhance productivity, and collaborate with team members. Proactive and inquisitive learner, constantly seeking opportunities to expand knowledge and skills in the latest software advancements.
- **Effective written and verbal communication to provide feedback**, address concerns, and maintain positive relationships with authors.
- Experience in **building and maintaining professional relationships with authors**, demonstrating responsiveness, empathy, and diplomacy.
- Ability to **prioritize and manage multiple editing projects simultaneously**, ensuring timely delivery while maintaining quality standards.
- **Skilled in working collaboratively with authors, fellow editors, and other stakeholders to achieve shared goals and maintain strong working relationships.**
- Keen **eye for detail to identify errors, inconsistencies, and formatting issues** in written content.
- Efficiently **managing time and meeting deadlines**, especially when handling multiple projects and author interactions simultaneously.
- **Ability to adapt to different writing styles, genres, and author preferences**, while remaining flexible in accommodating changes or requests.
- **Skillful in handling challenging situations, resolving conflicts, and managing potential disagreements with authors in a professional and respectful manner.**
- **Familiarity with relevant editing tools, software, and collaboration platforms** to streamline editing processes and facilitate effective author communication.
- Well acquainted with skills like: **Visual Design, Website planning/management.**
- **Wordpress, Data Analysis, and Copywriting. Possess sound knowledge of Content Marketing, SEO, SMO, and Keyword Research.**

## WORK EXPERIENCE

### BPB Publications

Content Development Editor | 06/2022- 05/2023

Sr. Editor | 06/2023 - Current

- Worked closely with **120+ author(s)** to develop content and provide support for them.
- Was the **single point of contact for the author(s)** during the development phase, after the book is handed over to them by the Acquisition Editor(AE).
- Conducted **research on the technologies related to the titles assigned** to focus to get some basic understanding of the technologies, and to efficiently develop the content of the title or offer the author(s) any support they need. Part of the research involved keeping an eye on the market trends as well as any version updates for the technology to **ensure that the most up-to-date and accurate content was delivered** to the readers.
- Addressed queries or concerns raised by the technical reviewers of the book and acted as an **intermediary between the author(s) and technical reviewers.**
- Facilitated **timely content delivery** by scheduling activities and accommodating potential delays. **Prioritized multiple titles** based on project needs and allocated time and focus equally to ensure no missed deadlines.
- Fulfilled the responsibility of **publishing titles according to the Expected Publishing Dates**, which involved **proactive follow-up** with authors to ensure timely completion and submission of content.
- **Reviewed content for grammar, spelling, punctuation, syntax, accuracy, and compliance with quality standards.**
- **Determined readiness of written pieces, made changes, and approved final versions for publication.**
- **Checked reference sources to verify dates, facts and statistics.**
- **Collaborated with graphics department to develop and implement visual elements.**
- Assisted in developing and **maintaining editorial standards** for content.
- **Managed team of junior editors to deliver accurate and engaging content.**

## TheVogueManiac

Founder, Chief Editor | 06/2021-03/2022

- Led a **blogging website** focused on Art, Culture, Fashion, Travel, Lifestyle, and Food.
- **Collaborated with a team of fellow bloggers** and niche experts to curate engaging and high-quality content.
- Took responsibility for **editing and proofreading the content to ensure its quality** and adherence to the website's standards.
- Managed the posting of content, **maintaining a consistent publishing schedule** to provide readers with fresh and engaging material.
- **Implemented SEO strategies** to optimize the website's visibility and increase organic traffic.
- Actively engaged with readers and the blogging community, fostering relationships and building a strong online presence.
- **Monitored website analytics and metrics to track performance**, identify areas for improvement, and make data-driven decisions.
- **Stayed updated with industry trends** and emerging topics to guide the content strategy and maintain relevance in the target niche.
- Demonstrated **strong leadership skills in guiding the blogging team**, fostering creativity, and maintaining a cohesive and productive work environment.

## Freelancing

Ghostwriter | 09/2021-02/2021

- Specialized in **ghostwriting services** for various industries including **SaaS, beauty products, academics, and blogs**.
- Wrote compelling and informative articles, blog posts, and academic papers **for both national and international clients**.
- Conducted thorough **research on assigned topics** to ensure accuracy, credibility, and relevance of the content.
- Collaborated closely with clients to **understand their specific requirements, tone, and style preferences**.
- **Adapted writing style and tone** to match the client's brand voice and target audience.

- **Maintained strict confidentiality and anonymity** as a ghostwriter, ensuring that all work was credited to the client.
- Demonstrated **strong communication skills** to effectively gather client feedback and make revisions as necessary.
- **Met deadlines consistently** while delivering high-quality content that met or exceeded client expectations.
- **Built a solid reputation for delivering exceptional ghostwriting services, leading to repeat business and client referrals.**

## **Lifeshiksha Content Writer**

### **Presentation Specialist | 12/2020-02/2022**

- Worked closely with a renowned life coach to **create impactful and engaging presentations for national and international clients.**
- **Developed presentations that focused on teaching life skills and providing valuable insights to help clients improve their personal and professional lives.**
- **Designed visually appealing and dynamic presentations** that effectively communicated key messages and concepts.
- **Collaborated with the life coach to understand the target audience** and tailor the content accordingly, ensuring relevance and maximum impact.
- Conducted thorough **research** to gather up-to-date information and incorporate industry trends into the presentations.
- **Created presentations specifically for corporate clients, delivering training sessions to enhance the skills and productivity of employees.**
- Demonstrated strong storytelling and communication skills to deliver presentations in a clear, persuasive, and inspiring manner.
- **Adapted presentation styles and formats to suit diverse audiences** and venues, both in-person and virtually.
- **Received positive feedback from clients, indicating the effectiveness of the presentations in motivating and empowering individuals and teams.**