



Sayee Diwate

Content Writer

Versatile Content Writer proficient in researching, writing and editing diverse content. Works with minimal input to produce engaging, authoritative and error-free work. Especially; policy analysis and public relations Looking forward to an opportunity for working in a dynamic and challenging environment for developing my career as well as for the growth of the organisation.

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📍 Kolhapur, India

🌐 [linkedin.com/in/Sayee Diwate](https://www.linkedin.com/in/Sayee Diwate)

WORK EXPERIENCE

Content Writer Intern Think Bank

07/2019 - 12/2019

Pune

Achievements/Tasks

- Utilized exceptional writing, editing and proofreading skills to produce engaging and error-free content.
- Completed thorough research into assigned topics.
- Assisted in public relations.
- Evaluated project requirements and content standards for each project to produce copy in line with creative structure.
- Worked BTS for local election campaigns.

EDUCATION

Bachelor of Arts Fergusson College

07/2014 - 04/2017

Pune

Courses

- Political Science and International Relations

Master of Arts Indira Gandhi National Open University

06/2019 - Present

Delhi

Courses

- Political Science

SKILLS

Creative writing

News writing

Proofreading

Concept development

Team contribution

Editing and review

Communication: verbal and non-verbal

Active listening

Keeping abreast

ACCOMPLISHMENTS

Akhil Bharatiya Vidyarthi Parishad

Student Organisation: Volunteered

NSS at Fergusson College

Field Volunteer

Socrates's Club, Kolhapur

Been an elocutionist

Youth Opinion columns of Newspapers

A pen pal

CERTIFICATIONS

Max Müller Bhavan, Pune: German Language Certification (07/2012 - 02/2015)

- Up to B1 level

Gandharva Mahavidyalaya, Pune: Kathak Certification (06/2007 - 06/2012)

- Up to Madhyama Pratham

LANGUAGES

English

Full Professional Proficiency

Marathi

Native or Bilingual Proficiency

Hindi

Full Professional Proficiency

German

Professional Working Proficiency

INTERESTS

Current Affairs

Public policy research and analysis

Foreign policy watchdog and analysis

International Relations

Communique writing

Public elocution

Public relations