

EXPERTISE

Content Creation & Editing;
Research; Conceptualisation;
Storytelling; Exposure to HTML,
Adobe InDesign, QuarkXpress
& Canva;

CONTACT

@ sunanda.workmail@gmail.
com

+91 8860 203 593

linkedin.com/in/sunanda-
chatterjee-725797112

New Delhi



EDUCATION

M.PHIL (HISTORY)

Jamia Millia Islamia
2014



MA (HISTORY)

University of Calcutta
2010: **First-class first**

BA (History)

Presidency College
2010: **First-class second**

SUNANDA CHATTERJEE

CONTENT ♦ ADVOCACY ♦ STORYTELLING

EXPERIENCE

EDITOR - ENGLISH LANGUAGE TEACHING (ELT)

Indiannica Learning (Formerly Encyclopedia Britannica)

November 2018-Present

Conceptualised, authored and edited a series on creative writing. **Market researched** clientele and competitions. **Prepared content strategy**. Performed **developmental editing, storyboarding** and content adaption for digital media. Supervised corrections. **Trained sales personnel and teachers**. Worked on **English multi-skill course**.

Viva Books April-November 2018: Editor; April 2015-March 2018: Assistant Editor

Conceptualised, created and adapted educational content for digital medium and Apps. **Annotated and edited** classic literature and academic titles such as *Three Men in a Boat*, *Multilingual Education in India*, *Teachers on Teaching*. **Authored and edited** the award-winning bestseller GK series of Viva Education *What's What*, book blurbs, prefaces, marketing blogs. Prepared Viva Books' **official style guide**. Worked on *English First* school literature series. **Conducted workshops** for teachers and sales personnel. **Performed competition research and content analysis**.

ACADEMIC CONSULTANT

Lalit Kala Academy April-December 2014

Worked on project "**Native Art of Chitpore and Allied Areas of Calcutta**". Done **extensive archival and ethnographic research on art and architectural history** of North Kolkata. **Authored and edited articles** for volume

SKILLS

Communication; Creativity;
Teamwork; Analytical
Thinking; Problem-solving;
Adaptability; Time
management; Organised;
Interpersonal skills

LANGUAGE

English, Hindi, Bengali,
French (Elementary)

INTERESTS

Writing; Advocating for
social causes; Learning
languages

publication. **Interviewed** eminent personalities, artists, and local residence for documentation. **Coordinated and supervised photographer and video editor. Captioning photographs for articles and exhibition. Prepared exhibition catalogue.** Organised events. **Liaisons with local authorities** for project requirements and permissions.

RESEARCH ASSISTANT

Indian Council of Historical Research January-May 2014

Worked on project “**Dictionary of Martyrs: India’s Freedom Struggle, 1857-1947**”. **Researched and collected primary data** from various archives.

CERTIFICATION

Completed the three-month Editing course from the Seagull School of Publishing, Kolkata on January-March 2015

PRESENTATION

*Delivered a lecture **The Architecture of the Heritage Buildings in and around Chitpore at Sahapedia Baithak**, organised by Sahapedia, on January 2017*

INITIATIVES

Founder and Communication specialist of ‘Frabjous Life’
– A collective working on Holistic Wellbeing.