**PRIYAM LAHON **

GHOST WRITER, PROOFREADER AND SOCIAL MEDIA MANAGER

 **SUMMARY**

I am a well rounded team player who can communicate well and learn quickly. I have managed content for a wide variety of brands and publications.

My skills include Microsoft Office Suite Programs, Writing, Social Media, Proofreading, Editing and WordPress.

**WORK HISTORY**

JANUARY 2017 **SENIOR CONTRIBUTING WRITER**
- PRESENT
 **FITSAURUS**

 Creating unique and SEO content based content based on a variety of health topics

* Foods to boost your mood
* Natural fat burners that actually work

DECEMBER 2016 **CONTRIBUTING WRITER**
- PRESENT
 **EXPERTSCOLUMN.COM**

 Creating unique and SEO content based content based on a variety of topics

1. HEALTH
* 5 ways to stay hydrated even if you hate water
1. WRITING
* Top 10 grammatical mistakes that you can avoid
* How to keep on writing even though is not going as planned
1. FREELANCE
* Stop making these 5 common mistakes as a freelancer

JUNE 2015 **GHOSTWRITER/PROOFREADER**
- PRESENT

 **MIRANIA DATA SERVICES**

1. Developing and creating blog posts for numerous US-based blogs, magazines and online publications
2. Developing ideas and writing informative posts as well as easy-to-understand blog posts about a variety of topics ranging from art, design, health and many more.
3. Edited a variety of print and web content, including eBooks and essays.

  **SOCIAL MEDIA MANAGER**

1. Manage the Instagram page content for a US-based Make-up and Hair Style brand.
2. Manage the LinkedIn, Twitter and Facebook content for a US-based Fitness brand.
3. Creation of SEO based posts and tweets for social media to promote each blog post.
4. Manage the main page of a product review brand along with writing each blog post and promoting them on various platforms of social media.

 **PROOFREADER**

1. Read prescribed documents and eBooks to look for errors and correct them according to the provided instructions by the clients.
2. Make sure that each and every document follows a prescribed style.
3. Ensure that no confusing names, titles, words or phrases are written.
4. Research for information regarding unclear content and suggest changes.
5. Correct errors in grammar and spellings.

**EDUCATION**

NOVEMBER 2013 **MASTER OF BUSINESS ADMINISTRATION (FINANCE)**
 **FIRST CLASS**
 **PUNJAB TECHNICAL UNIVERSITY**

**PERSONAL DETAILS**

DATE OF BIRTH November 22, 1989

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