

SAYANTIKA SAHA

Verbal Faculty (SAT, ACT, ESL), Curriculum Developer,
Educator (ed-tech), Content Writer & Editor

@ sahasyantika0@gmail.com

+91 99033 00849

sayantikasaha1708@gmail.com

Kolkata, India

https://www.linkedin.com/in/syantika-saha-0a355b147/



EXPERIENCE

VERBAL FACULTY AND EDUCATOR

Quest For Success & AP Guru

Jul 2022 – Present

Kolkata, India

- Designed and implemented ACT & SAT study plans for individual students.
- Contributed to development and updating of ACT & SAT preparation materials.
- Evaluated individual student weaknesses and recommended study habit improvements.
- Conducted individual & classroom tutoring sessions regularly.
- Maintained and updated all course materials on a regular basis.
- Assisted in training and mentoring new tutoring staff as required.

COPYEDITOR

Cactus Communications

May 2022 – Present

Kolkata, India

- Edited articles for spelling, punctuation, grammar, usage, in-house and associated press style facts, clarity, conciseness, accuracy, and consistency for the journal of petroleum technology, oil and gas facilities and the way ahead magazines, supplements, and website.
- Organized, planned, prioritized tasks, and worked in a timely manner to meet competing deadlines with minimal supervision.
- Worked with managers to streamline work processes for an efficient copy flow.
- Improved readability and quality, contributing to the growth of the publications, increased readership, and higher advertising revenues.

MENTORING PROGRAM DIRECTOR AND SENIOR EDITOR

CollegeLab

Aug 2021 – Aug 2022

Kolkata, India

- Responsible for conducting skill development workshops (Creative Writing, Debate, Comprehension Skills, etc.) for students applying for graduation at overseas universities.
- Experience in building students' academic profile, coaching standardised tests like ACT and SAT, editing college applications essays, and conducting academic counselling sessions.

LEAD CONTENT DEVELOPER

Byju's

Mar 2020 – July 2021

Bengaluru, India

- Responsible for creating and reviewing educational content in English Grammar for grades 5-10.
- Experience in coordinating with the media team for proper implementation of content communication with visualizations and motion graphics.

MY LIFE PHILOSOPHY

"Do not fear failure but rather fear not trying."

PROFILE

A focused and creative professional with 5+ years of experience in developing impactful and actionable content, tutoring SAT & ACT, creating standardized test prep materials, ideating, writing, and editing graduate/post-graduate school admissions essays.

EDUCATION

M.A. in English

Calcutta University

2015

B.A. in English (Hons.)

Loreto College

2013

I.S.C.

Welland Gouldsmith School

2010

I.C.S.E.

Welland Gouldsmith School

2008

SKILLS

Extensive SAT and ACT exam preparatory instruction experience.

Strongly skilled in developing individually tailored student study plans to accommodate a wide variety of learning styles.

Strong familiarity with standardized test formats and effective test strategies.

Excellent knowledge of a variety of individual learning styles.

Highly skilled in tailoring admissions essays to suit student interests and areas of expertise.

Exceptional interpersonal skills with colleagues, clients, and students.

Expert at navigating flexible and collaborative job roles.

EXPERIENCE

EDITOR (FULL TIME)

COLLEGIFY PVT. LTD.

Aug 2017 – Mar 2020

Kolkata, India

- Responsible for developing SAT & ACT test prep content (mocks, worksheets, and lessons) for the company's E-learning portal Collegify.com, writing and editing graduate & post graduate school admissions essays, and conducting SAT & ACT tutoring sessions

PART TIME WRITER & EDITOR

ABP PVT. LTD. (THE TELEGRAPH)

Jan 2016 – Jan 2017

Kolkata, India

- Wrote impactful and interesting articles on given topics. Managed multiple aspects of the content creation process, from ideation to execution, for the news section that appeared in print, online, and one social media. Generated story ideas, maintained and organized relevant documents. Collected and analysed feedback from senior editors.

FREELANCE WRITER & EDITOR

ROMAN BOOKS PUBLISHING COMPANY

Jan 2016 – Jul 2017

Kolkata, India

- Spearheaded several academic writing projects. Developed literary criticisms on erudite works of authors such as William Shakespeare, Jane Austen, and Thomas Hardy.

FREELANCE CONTENT WRITER

WEAVING THOUGHTS

Jul 2014 – Jul 2015

Kolkata, India

- Responsible for planning and creating content for print, digital media, product descriptions, and reviews. Producing well researched, engaging, and audience-oriented content on tight-deadlines.

PROJECTS UNDERTAKEN

The Telegraph - Projects:

Kolkata, India

- Benefits of Buying a House in Retail Market
- Easy Tax Benefit Options
- How Far Does an MBA Degree Help One to Succeed in Life?
- Reasons for Investing in Real Estate Projects
- Tips for Starting a Savings Account
- Shopping Destinations in India

Weaving Thoughts - Projects:

Kolkata, India

- 10 Articles on Health and Fitness
- 24 Articles on Branded watches
- 5 Articles on Real Estate and Market
- 5 Articles on Digital Marketing and Online Advertising
- 5 Well Researched Articles for a Chemistry Blog
- Several Articles on Home Based Online Income Methods
- Articles on Mobile Android and Operating Systems for a Digital Blog

STRENGTHS

Dedicated

Nurturing

Quick Learner

Tech Savvy

Hard-working

Communication Skills

Responsible

Time Management

Motivator

Multilingual

ACHIEVEMENTS

AWARDS and ACCOLADES

- Certificate of Merit' for outstanding academic performance for two consecutive years (2009 & 2010)
- 'The Pulin Krishna Chattopadhyay Memorial Prize' for academic excellence (2013)
- 'The Prasanta Kumar Guha Memorial Prize' for leadership and social awareness (2015)

IT SKILLS

- Microsoft Office, Accounting Software & ERP such as Tally

INTERESTS

- Literature
- Technology
- Film
- Reading
- Science
- Women Empowerment
- Cooking

LANGUAGES

English



Bengali



Hindi



French

