

# WORK HISTORY (Resume)

## Professional Summary

I am an English Literature graduate with strong expertise in academic writing, content writing, proofreading, and professional English communication. I specialize in creating high-quality written content that is clear, well-structured, and tailored to client needs. I have experience in writing articles, essays, research papers, and website content with excellent grammar and vocabulary.

## Work Experience

### ***Freelance Content Writer & Academic Writer***

*Remote | 2022 – Present*

- Created professional blog posts, articles, and web content in English.
- Wrote academic papers, essays, and research-based content with strong structure and clarity.
- Delivered plagiarism-free and original writing with high quality and accuracy.
- Proofread and edited content to improve grammar, sentence structure, and readability.
- Adapted writing style based on the client's target audience and project goals.

### ***English Translator & Proofreader (Dari/Persian to English)***

*Remote | 2021 – Present*

- Translated documents from Dari/Persian into fluent and natural English.
- Edited and proofread resumes, academic papers, and business documents.
- Improved writing tone, clarity, vocabulary, and professionalism.
- Ensured correct grammar, punctuation, and formatting in all delivered content.

### ***Research & Writing Assistant***

*Academic Projects | 2020 – 2022*

- Assisted with research projects and academic writing assignments.
- Conducted online research using reliable academic sources.
- Organized information and summarized key points into professional reports.
- Produced university-level writing using APA and MLA formatting styles.

## Skills

Content Writing, Academic Writing, Proofreading & Editing, English Grammar & Structure, Translation (Dari/Persian to English), Research Writing, SEO Writing (Basic), Microsoft Word, Google Docs

## **Education**

**Bachelor's Degree in English Literature**

American University | Graduated