



**VINCY MATHEW**

Content Writer



A quality focused wordsmith and team player, seeking an opportunity with a company offering the platform for creativity, learning and growth, thereby, helping me to utilize my experiences, creative skills and education to contribute to employer objectives, profitability and success.

# EMPLOYMENT HISTORY

## **FREELANCE**

**April 2015- Present**

Storyboards~ Instructional designing~ Explainer video scripts~ Blogs~ Photo-stories~ Photo captioning~ Brochures, Articles~ Content rewriting~ Ghost writing~ Travel website content~ Quiz content ~ Science based Q&As~ SOPs

## **DIACRITECH TECHNOLOGIES PRIVATE LIMITED, Kottayam, Kerala**

*Content Developer*

**June 2012-September 2014**

Content writing ~ Content editing ~ Storyboard preparation ~ Blurb writing ~ Quality checks ~ Multiple Choice Questions ~ Questions for quizzes ~ Proofreading for books, journals and multimedia for K-12, college and various domestic and international publishers

## **COUNCIL OF SCIENTIFIC AND INDUSTRIAL RESEARCH-URDIP, Pune, Maharashtra**

*Project Assistant Level III / Patent Analyst*

**March 2008 - September 2011**

Patent and non-patent literature search ~ Qualitative and Quantitative patent analysis ~ Prior Art Search ~ Patentability Search (Novelty Search) ~ FTO search and analysis ~ Patent Report writing

## **KALASHREE MUSIC TRAINING & HOME LEARNING CENTRE, Karama, Dubai**

*Temporary Manager*

**August 2006**

Student counseling and admissions ~ Handling of students' fees and staff salary ~ Maintenance of staff and student profiles



# ACADEMIC CREDENTIALS

## **Masters in Intellectual Property Law**

Patent, Copyrights, Trademarks,  
Traditional knowledge, Geographical Indications

**IGNOU**

**2011-2016**

## **Master of Science**

Biotechnology

**Capital College**

**Bangalore University, Bangalore**

**2004 – 2006**

## **Bachelor of Science**

Microbiology

**H.P.T Arts and Science College,**

**Pune University, Nashik**

**2001 – 2004**



# SKILLS AND ABILITIES

---



Content writing  
and editing



Story boarding



Basic  
Proofreading



Formatting and  
style checks



MS Office



Adobe  
Photoshop



Fair knowledge  
of social media



Good time  
management skill



# LANGUAGES

---



**English**



**Hindi**



**Marathi**



**Malayalam**





Email: [vincym10@gmail.com](mailto:vincym10@gmail.com)



Phone: +91 9605709110



Blog: <https://wordsbychance.blogspot.com/>

**CONTACT INFO**

