

AMINAH BILAL

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Skills Summary

Copywriting

Copyediting

Proofreading

English Language Skills

Research Skills

Great Listening Skills

Education

High School Diploma/2018

Subject	Grade
Mathematics	I
English	I
Electronic Document Preparation and Management	I
Principles of Accounts	II
Principles of Business	II
Social Studies	II
Biology	III

Experience

LITTLE ACHIEVERS MONTESSORI PRESCHOOL 2018

Teaching Assistant

- Helping Teachers with lesson preparation, including collecting materials and setting up equipment

- Reviewing lessons or lectures with students on a one-on-one basis or in small groups
- Supervising students in class, between classes and during recreation periods and field trips
- Tracking attendance and grading assignments
- Giving extra help to students who need special accommodations or are struggling with a concept
- Assisting students with special learning requirements, including disabilities or English as a second language students
- Attending faculty meetings and parent conferences
- Collaborating with the Teacher to identify students' issues and recommend solutions

GROWYOU 2021

Social Media Content Writer

- Learn Content Writing Strategies to craft engaging content
 - Research interesting topics and craft great blogs and posts
 - Write engaging content for social media
 - Create and write content and copy for websites of this company
 - Note and analyze data on engagements to write audience-favorite content
 - Conduct simple keyword research and use SEO guidelines to increase web traffic
 - Promote content on social media
 - Identify customers' needs and gaps in our content and recommend new topics
- *Attracted Brand Ambassador Opportunities for this company

Health Sip 2020

- Conduct market research
- Manage social media platforms
- Create healthy meal plans
- Create weight control drinks
- Design attractive labels for products

Certificates/Achievements

- Caribbean Industrial Research Institute Business Hatchery Programme (Cohort 19B)
- Copywriting for Conversions: How to write Persuasive Content
- The Complete Online Marketing and Advertising Course – Updated

Hobbies

Reading

Yoga