Shivani Karadia

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Sociology graduate with a passion for creative media that connects communities and amplifies unheard voices. With hands-on experience in editorial work, digital content, and cultural outreach, I'm looking to bring my skills to a communications role that values inclusivity, storytelling, and audience connection.

Skills

- Content & Digital Media: Content creation (Photoshop, Canva), copyediting, brand storytelling, audience engagement
- Publishing & Editorial: Proofreading, transcription, manuscript reformatting, independent publishing, digital content editing
- Social Media & Marketing: Social media strategy (Meta Business Suite), analytics, campaign development
- Technical Skills: Web development (HTML, CSS, JavaScript), data analysis (Excel, SPSS, NVivo)
- Soft Skills: Problem-solving, adaptability, organization, communication, stakeholder engagement

Experience

2023-2024

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Current	 Water Specialist, Severn Trent Handling customer inquiries via telephone call/email regarding billing and finance, including information regarding support schemes for vulnerable communities. Navigating Kraken and updating records and databases.
Current	Duty Manager, Attenborough Arts Centre • Supporting
Current	Volunteer Marketing Strategist, Flourish in Diversity
2024	 Social Media Manager & Optical Assistant, Evington Eyecare Developed and managed fresh, innovative content for Instagram and Facebook, increasing engagement and brand awareness within set timeframes. Educated audiences on eye health using clear, targeted social media campaigns. Assisted with frame styling, adjustments, and optical measurements, ensuring personalised customer care.

Editorial Intern, RE/Search Publications

- Proofread and reformatted previously published manuscripts for updated commercial formats.
- Transcribed unpublished works to assist in editorial preparation.
- Assisted in digital content editing, image processing, and book event sales.
- Supported independent publishing operations, working directly with the founder on content and distribution.

• Provided public health information and updated databases on COVID-19 test results and vaccination records.

Education

2019–2024 BA Sociology, University of Birmingham: 2:1

(Coursework completed in 2023, official graduation in 2024) Included year abroad at San Francisco State University

Hobbies & Interests

- Community Initiatives: I led a Free Little Library project, organising a community initiative to promote literacy. I actively volunteer with Leicester Arts & Museums and Attenborough Arts Centre to support cultural engagement and increase accessibility.
- Web Design & Indie Media: I am a self-taught website designer and an avid reader of independently published blogs.
- Writing & Editing: I am a contributor and editorial assistant at Scribbled (scribbled.online) and write/illustrate informational content in the form of zines (shivanikaradia.com/ebook).
- Crafting & Creative Projects: I am passionate about knitting, crocheting, sewing, bookbinding, and DIY furniture.
- Music & Performing Arts: I play piano and guitar and have over ten years of dance experience.

References

Available upon request.