

# RIA TAGORE

Mumbai, Maharashtra 400053 | [+91 77180 15679](tel:+917718015679) | [riatagore@gmail.com](mailto:riatagore@gmail.com)

## WEBSITE | PORTFOLIO

[riatagore.in](http://riatagore.in)

## SUMMARY

English Literature graduate with vast experience in content creation, public relations, event coordination, and community engagement. Proficient in creative writing, digital strategy, and team leadership, driving impactful communication strategies. Committed to storytelling and improving community connections through effective engagement initiatives.

## WORK EXPERIENCE

**April 2024 - January 2025** **CONTENT WRITER & PR HEAD**

**LEADER FACTORY** - Mumbai

- Created content for products, videos, and social media platforms.
- Handled customer relations and served as the brand voice across channels.

**May 2024 - August 2024** **COMMUNITY AMBASSADOR**

**TERRIBLY TINY TALES** - Mumbai

- Facilitated interactive sessions and maintained accurate records of all sessions daily for their course, "Writing That Sells Pro."
- Supported public relations and learner engagement initiatives.

**May 2023 - July 2023** **OMNI-SPORTS LEADER**

**DECATHLON SPORTS INDIA** - Andheri

- Improved sales rankings for the Team Sports Division.
- Strengthened customer relationship strategies.

**April 2023 - July 2023** **CONTENT WRITING INTERN**

**XACKTON** - Mumbai

- Wrote multi-platform content aligned with business goals.
- Supported content strategy and messaging consistency.

## EDUCATION

**B.A. Literature | KC College Churchgate**

GPA: 8.5 CGPA

- Ranked in **Top 3%** of class of 40
- **Secretary | Admin | Advisor** of the **Sports Committee**, KC College & HSNC University
- Capstone Projects: West Zone Women's Chess & Men's Football Championships, International Chess Tournament with 1000+ participants
- **PR and Marketing Coordinator** of the **Rotaract Club** of KC College
- Capstone Projects: Chaired 25+ events at Rotaract KC College; led fundraising for Project Zariya
- Participated in 30+ workshops, field visits, and academic seminars

**10+2 - Commerce | Rajhans Vidyalaya Mumbai**

GPA: 86% Overall

- Ranked in Top 1% of class in English Literature
- School Captain in the academic year 2019–20

**10th | Rajhans Vidyalaya Mumbai**

GPA: 84% Overall

- School Vice Captain for the academic year 2017–18
- Member of the Rotary Club of Rajhans Vidyalay

## SOFT SKILLS

- Time management
- Leadership abilities
- Effective communication
- Organizational skills
- Adaptability and flexibility
- Creative problem-solving
- Collaborative teamwork
- Conflict resolution strategies
- Empathy and understanding
- Customer relationship

## HARD SKILLS

- Content & Copywriting
- Proofreading & Editing
- Social Media Management
- Qualitative & Quantitative Research
- Competitor Analysis
- Academic Research
- Literature Reviews
- Event Planning & Coordination

And skilled in using tools like Google Workspace (Docs, Sheets, Slides) | Canva | WordPress | Notion | and AI tools like ChatGpt | DeepSeek | Gemini | ClaudeAI | Grammarly etc

## TRAININGS | COURSES

- Writing That Sells: TTT
- Writing That Sells PRO: TTT
- Writing For Web Series: LevelUp
- Creative Writing: Internshala
- PoSH Act & Internal Committee Training: Red Dot Foundation
- Digital Art: Internshala

## PERSONAL ACHIEVEMENTS

- **Nominated** for being a finalist in the Think Piece Writing Competition for **INDIA FILM PROJECT 2023**
- **Nominee** for the **Principal's Choice Award** for **Ms KC College** 2023-24
- Completed the full **VASAI VIRAR MARATHON** - 11th edition, one of the only 20 year olds to finish

## SPORTS

Basketball: All India University

Softball: School Nationals

Athletics: School States

Throwball: Open Tournaments

Skating: Open Tournaments

Fencing: All India University

Baseball: School States

Badminton: Zonals

Squash: Open Tournaments

Swimming: Open Tournaments