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Elias Gathekia Githui

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**Job Objective Seeking** an Academic Writer position utilizing my skills and knowledge.

**Highlights of Qualifications:**

- Extensive experience of writing technical and non-technical academic papers and articles for educational institutions
- Sound knowledge of common referencing styles such as APA and MLA
- Commendable knowledge of various online search engines and libraries
- Proficient in using MS Word, MS Excel, and Adobe Acrobat
- Ability to collaborate with assigned teams on multiple projects, in a positive manner
- Ability to produce documents without any grammatical errors

**Professional Experience:**

Academic Writer

Uvorcorp

August 2019 – Present

**Responsibilities:**

- Browsed various books and internet sites and researched on assigned topics.
- Composed and delivered academic articles, research papers, reviews, and guides.
- Proofread, edited, and corrected all given reports, properly and efficiently.
- Created and submitted documents for formatting to design team and publishers.
- Prepared internship contracts and assisted with placement of all interns, as required.
- Validated eligibility of students for special programs and monitored the academic progress of selected students.

Academic Writer

Vip Writers

May 2017 – July 2019

**Responsibilities:**

- Conducted online research on specific topics and developed story concepts.
- Planned and composed creative and appealing academic content for organizational websites.

- Authored and provided educational essays, academic papers, research projects, and assignments.
- Drafted and submitted all manuscripts for various research journals, as requested.
- Checked and revised content to meet requirements of institutions and clients.
- Prepared and presented style guides and other documents, as needed.

## **Education**

Bachelor's Degree Political Science and Public Administration