

ISHA PHATAK

About me



Dedicated and result-driven aspiring media student, skilled in creative thinking. Adept at leveraging splendid communication and digital media skills. Fast learning professional with a positive attitude and perpetual interest in acquiring new knowledge.

Contact

- ✓ ishaaphatak@gmail.com
- ✓ +1 647-937-7430
- ✓ www.ishaphatakcreative.com

Education



Bachelor in Digital Communications

Institution: Humber College

Year of Graduation: 2026



High school diploma in Arts

Institution: Mumbai University

Year of Graduation: 2021

Languages

English

Hindi

Marathi

French

Skills

- Search Engine Optimization
- Social Media Management
- Web Content Writing
- Branding
- Print and Digital Design



ISHA

PHATAK

Work Experience



Office Assistant, QPSIT Mumbai, India. Feb 2022 - July 2022

- Attended customer phone calls which provided complete client satisfaction
- Successfully managed scheduling, ensuring coordination of meetings
- Worked productively as part of the team and individually



Freelancer, Happy Handwriting Mumbai, India. Aug 2021 - Jan 2022

- Applied my technical expertise and digital knowledge to thrive in the media field.
- Demonstrated excellent communication skills and built rapport with clients and partners
- Managed social media content that led to an increase in the company's client base
- Enhanced editing and proofreading skills

[Click here for my portfolio](#)