SADIA SHAGUFTA ZAMAN

Content Writer & Virtual Coordinator
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SUMMARY

Detail-oriented Content Writer and Virtual Coordinator with 6+ years of experience producing high-volume, SEO-optimized content and providing organized client and project coordination support for remote, cross-border teams. Skilled in keyword strategy (SurferSEO), multi-format copywriting, calendar and client coordination, and team leadership, with a track record of delivering 30,000+ words of content monthly while keeping projects on schedule and clients informed. Comfortable managing multiple priorities independently in fast-paced, deadline-driven remote environments.

EXPERIENCE

Senior Content Writer · Sapphire SEO Solutions · Remote, USA | Sep 2022 – Present
- Developed customer stories and compelling content for niche-specific articles, publishing 300 stories.
- Develop scalable keyword and content strategies using SurferSEO for SaaS, legal, and fintech clients, turning interviews into stories.
- Create tailored task guidelines and project workflows based on client specifications, supporting on-time lead closure for autonomous Amazon affiliate programs and consumer-facing SaaS products such as Shopify, Chatway, and Stripe.
- Coordinate content production across large remote teams, delivering 5,000+ niche-specific articles under tight deadlines while optimizing website pages and landing pages.
- Supported launches, product updates, and campaigns for SaaS, legal, and fintech clients.
- Wrote about new features and improvements in content production for large remote teams.

Client Management Assistant · The Gorilla Digital · Remote, Ireland | Jul 2021 – Aug 2022
- Provided virtual administrative and coordination support to a 10+ person team, including calendar management, scheduling, and client communications, developing customer stories and compelling content.
- Served as primary liaison between prospective leads and management, streamlining cross-team collaboration while optimizing website pages and landing pages.
- Maintained and updated client-facing business profiles, ensuring accurate information and current testimonials for consumer-facing SaaS products such as Shopify, Chatway, and Stripe.
- Supported launches, product updates, and campaigns through client communications.
- Wrote about new features and improvements for client-facing business profiles.

Co-Founder · Kawairashii · Remote | Apr 2021 – Jan 2024
- Managed end-to-end operations for a small handmade jewelry business, from product design through customer fulfillment.
- Coordinated and supported the planning of online events and meetings with consistent attention to detail and professionalism.

Co-Founder · The Write Up Agency · Remote | Nov 2020 – Dec 2021
- Recruited and managed a remote team of 10+ writers, overseeing project coordination, lead generation, and editorial review, turning interviews into stories.
- Coordinated workflows across multiple client accounts to sustain 30,000+ words of monthly content output.

Junior Content Writer · Passive Journal · Remote, Ireland | Oct 2019 – Jun 2022
- Developed customer stories and compelling content for affiliate marketing campaigns.
- Wrote in-depth, accurate content across technology, hardware, landscaping, and roofing niches for affiliate marketing campaigns, turning interviews into stories.
- Optimized website pages and landing pages for researched affiliate marketing campaigns.
- Produced 3,000–5,000 words of researched content daily, consistently meeting strict 1–3 day deadlines for consumer-facing products including autonomous Amazon affiliate programs and SaaS products such as Shopify, Chatway, and Stripe.
- Supported launches, product updates, and campaigns across technology, hardware, landscaping, and roofing niches.
- Wrote about new features and improvements in technology and hardware content.

SKILLS

Content & Writing: Copywriting, Blog & Service Page Content, SEO Content Strategy, Content Adaptation & Editing, Creative Concept Development, keyword research, on-page optimization, Content Marketing Specialist

Coordination & Administration: Client & Lead Management, Calendar & Schedule Coordination, Project & Team Coordination, Data Entry, Customer Service, Cross-Functional Communication
Tools & Technical: SurferSEO, Microsoft & Google Office Suite, AI Prompt Engineering, Ahrefs, Semrush, Google Search Console, ChatGPT, Claude, Jasper
Languages: English (Native), Bengali (Native), Hindi (Intermediate), Danish (Basic), Korean (Basic)

EDUCATION

Bachelor of Business Administration, Management · University of the People · USA | 2019 - 2020