

# Chelsea Mullens, AE, PhD

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## PROFILE

- Institute of Professional Editors accredited editor.
- Academic editor of medical and science journal articles.
- Ten years of experience in copy editing and proofreading of books and academic documents.
- Interdisciplinary background across Sciences and Humanities.
- Self-directed with experience in science and business communications.

## KEY STRENGTHS

- Academic copy editing
- Working to deadlines
- Proofreading
- IPed accredited editor in Australia
- Science writing and communication
- Copy editing of business and consultancy documents

## QUALIFICATIONS

<b>PhD Science</b> Sustainable energy transitions	The University of Melbourne	2018–2023
<b>Master of Environment</b> Sustainable development specialisation	The University of Melbourne	2016
<b>Master of Science</b> in Environmental Change and Management	The University of Oxford, UK	2014–2015
<b>Bachelor of Science</b> Ecology and evolutionary biology	The University of Melbourne	2012–2014
<b>Bachelor of Arts (Hons)</b> Geography; Politics and international studies	The University of Melbourne	2010–2013

## EDITING CREDENTIALS

I am an accredited editor with the Institute of Professional Editors, Australia.

## EMPLOYMENT SUMMARY

Title	Company	Dates
<b>Academic editor</b>	Capstone Editing	May 2021 – current
<b>Book and academic copy editor</b>	The Expert Editor	December 2020 – current
<b>PhD candidate</b>	The University of Melbourne	Mar 2018 – 2023
<b>Copy editor and proofreader</b>	Simon Mort Reports, UK	Nov 2014 – current
<b>English language editor</b>	AME publications	Oct 2021 – July 2023
<b>Resident tutor</b> in: Geography; Environmental science; Sustainable development	Queen's College, University of Melbourne	Jan 2018 – Jan 2021

## RELEVANT WORK EXPERIENCE

### Academic editor — remote role

2021–2023

Capstone Editing

*Capstone Editing provides industry-leading academic editing, servicing the needs of universities, government, NGOs, corporations, publishers, academics, authors and postgraduate students. Underpinning every aspect of our business is our desire to provide the highest-quality editing possible.*

In this role, I format and copy edit PhD and Master's Degree dissertations to prepare them for submission. My responsibilities are as follows:

- have a proven ability to meet tight deadlines and manage time effectively
- be exceptionally self-motivated and possess excellent organisational skills
- be willing and enthusiastic about completing any necessary training and ongoing professional development
- possess advanced skills in Microsoft Office 365 including the use of Track Changes and styles (on a computer that runs Windows).
- ensure correct grammar, syntax, spelling and punctuation (according to British/Australian or US English conventions)
- ensure the correct use of formal academic English
- improve the logic, clarity and flow, including transitional phrasing
- ensure complete internal consistency
- ensure correct and consistent use of abbreviations
- make suggestions on organisation, structure and support of statements
- query errors and inconsistencies in content
- reduce word counts (through eliminating redundancy and unnecessary repetition)
- completely format up to 120,000-word PhD dissertations
- ensure complete, consistent and accurate referencing.

### **Book and academic copy editor — remote role**

2020–current

#### THE EXPERT EDITOR

*Australia's leading professional editing service. We help academics and students, book authors and businesses.*

In this role, I copy edit manuscripts for books, academic research articles and dissertations. My responsibilities are as follows:

- eliminate spelling, grammar, and punctuation mistakes
- improve word choice, tone, awkward phrasing, flow and readability
- make the writing more engaging
- ensure consistent language, spelling (British/Australian or American English) and style
- where appropriate, make comments and suggestions in the margin about content, such as plot problems, weak dialogue, etc.

### **English language editor — remote role**

2021–2023

#### AME PUBLISHING COMPANY

*A globally active open access publisher specialising in the publication of medical journals and books across the broad spectrum of science, technology, and medicine, and known for its diverse and innovative publication approaches in promoting and expediting scientific research.*

In this role, I copy edit academic medical journal articles to prepare them for publication. My responsibilities are as follows:

- provide comprehensive and advanced editing services (e.g., through language check, logic, and structure) for academic materials including academic manuscripts (e.g., medical research articles)
- verification of the terminology consistency and compliance of the text with the glossary
- other editing tasks as assigned by the editorial office.

This role requires me to demonstrate the following qualities:

- superior command of the English language (both written and oral)
- attention to detail
- basic PC skills with good working knowledge of MS Office
- the ability to collaborate well with others in a team with an excellent professional attitude
- the ability to meet deadlines and multi-task in a fast-paced environment.

### **Editor and Proofreader — remote role**

2014–current

#### SIMON MORT REPORTS, UK

*A UK based company which edits and proofreads written communications for science, business, and consulting companies. A team of editors work remotely to comment on grammar, syntax, functionality, structure, and tone of documents ranging from single page social media blasts and emails, to 300-page business proposals and reports.*

- I took up this position while studying in the UK and continued after returning to Australia.

- Responsible for editing and proofreading 1 to 300-page science and consultancy reports and bidding documents within deadlines of one hour for short documents to three days for long documents.
- Charged with maintaining strict confidentiality of client information.
- Relied upon to set my own availability hours in an online calendar system and maintaining clear and daily communication via email with management.

### **PhD Science**

THE UNIVERSITY OF MELBOURNE

2018–2023

Expected completion: June 2022

- My work focuses on the ways that people communicate about renewable energy and how that shapes the transition to a decarbonised electricity system in Australia.
- Research is self-directed and undertaken with support of and in collaboration with a team of social scientists.
- I am trained in written and oral communication skills through writing research reports, papers, and presenting my research at conferences and seminars.

### **Resident tutor**

QUEEN'S COLLEGE, UNIVERSITY OF MELBOURNE

2018–2021

Queen's College is a residential college at the University of Melbourne. It houses 300 undergraduate and graduate students in a vibrant learning, social, and cultural environment. My responsibilities were the following:

- provide academic assistance to undergraduate and postgraduate students in social sciences, sustainable development, environmental management, geography, anthropology, ecology, and geology
- teach report and essay writing skills and qualitative and quantitative data analysis skills
- liaise with senior management, other academic staff, and students to create a tailored learning approach for individual residents
- manage rostering of weekend duty support shifts for myself and three other resident tutors
- provide pastoral care and ongoing support for residents
- mentor undergraduate and graduate students to help achieve their potential and goals.

## **EDUCATION**

### **Master of Environment**

The University of Melbourne

**Specialisation:** Sustainable Development

- Examined the complex relationship between development processes and the natural environment, in developing economies and in both urban and rural areas.
- Analysed and trained in skills necessary for the sustainable development of economies and environments.
- Studied rural and urban landscapes and analysed issues including international development policy, carbon sequestration in the tropics, the political ecology of development, food security, biodiversity conservation, urban growth and planning, and sustainable livelihoods.
- Acquired qualitative and quantitative data analysis skills for implementing sustainable development strategies in developing countries and in the western world.

### **Master of Science in Environmental change and management**

University of Oxford, UK

- Examined the nature, causes, and impacts of major types of environmental change.
- Examined the economic, legal, cultural, and ethical underpinnings of environmental responsibility and systemic solutions, including mitigation, adaptation, remediation, enhanced resource stewardship and other sustainable responses to environmental change at different scales and within different organisational contexts.
- Trained in key analytical and practical skills, including environmental modelling, GIS, effective communication, research methods, and environmental monitoring and data analysis.

- Trained in socio-ecological systems thinking and analysis.
- Engaged in field courses in climate change and land use, marine science and policy, alternative energy, and national parks and cultural landscapes.
- Wrote a 15,000-word final thesis about an original research question following an independent research design, implementation, and analysis process.
  - **Topic:** Transformational adaptation to sea level rise in response to the impacts of climate change.

## **Bachelor of Science**

### **The University of Melbourne**

**Major:** Ecology and evolutionary biology

- Constructed research project design for fieldwork in a coastal marine environment.
- Trained in quantitative statistics and data analysis to interpret data gathered during fieldwork.
- Responsible for writing research reports to convey findings from data analysis.

## **Bachelor of Arts (Hons.)**

### **The University of Melbourne**

**Majors:** Geography (Honours); Politics and international studies

- Undertook policy analysis and brief writing.
- Trained in qualitative and quantitative research design, implementation, and analysis.
- Constructed a qualitative interview protocol and interviewed 10 community members about their experiences of proposing to construct a small-scale wind farm.
- Wrote a 20,000-word final thesis about an original research question following an independent research design, implementation, and analysis process.
  - **Topic:** The role of community renewable energy in sustainable energy transition and decarbonisation of the Australian electricity system.

## **PUBLICATIONS AND CONFERENCE PRESENTATIONS**

Mullens, C. and Wiseman, L. (2021). Why new technology alone is not the substitute for systemic climate change action. **Centre for AI and Digital Ethics**.

<<https://law.unimelb.edu.au/centres/caide/news,-media-and-events/caide-community-blog/why-new-technology-alone-is-not-the-substitute-for-systemic-climate-change-action>>

**Behaviour, Energy, and Climate Change conference** 2020 presentation: Behaviour to Increase Adoption of Renewables.

A presentation at the **NVivo virtual conference**, 2020: Using Nvivo to identify change in social representations over time in qualitative analysis of text media.

Mullens C. and Dressler, W. (2019). Avengers: Endgame and why a smaller population doesn't guarantee paradise. **The Conversation**. <<https://theconversation.com/avengers-endgame-and-why-a-smaller-population-doesnt-guarantee-paradise-116070>>