

Claylan Menezes

Professional Experience

Freelance Science Editor (September 2020–Present)

Mumbai

Services offered

- Developmental editing
- Line editing
- Copyediting
- Proofreading
- Formatting (based on journal guidelines)

Deputy Manager (July 2018–September 2020)

Senior Editor (April 2014–July 2018)

Editor (September 2013–April 2014)

Greycells18 Media Ltd., Network18 Media and Investments Ltd., Mumbai

Responsibilities

- Editing K–12 educational resources (chapter notes, online test assessments, question paper solutions, textbook solutions, and question banks)
- Reviewing website content, social media and blog posts, and B2B and B2C newsletters
- Editing scripts written for animated series to be aired on television
- Providing suggestions on language improvement to the content, website, marketing, and TV teams

Copyeditor (December 2012–August 2013)

Special Interest Publications Department, Network18 Media and Investments Ltd., Mumbai

Responsibilities

- Editing news, cover stories, articles, editorials, and case studies for B2B publications *Modern Plastics & Polymers* and *Modern Packaging & Design*
- Reviewing newsletters, business letters, and marketing collateral
- Assisting in planning, pagination, and layout of print publications

Editor Consultant (January 2012–July 2012)

Ugam Solutions, Merkle Group Inc., Mumbai

Responsibilities

- Creating, editing, and repurposing content for retail and e-commerce websites
- Writing or revising product descriptions
- Formatting web page content with appropriate HTML tags

Quality Analyst and Trainer (July 2010–December 2011)**Associate Research Editor (July 2008–July 2010)**

Crimson Interactive Pvt. Ltd., Mumbai

Responsibilities

- Editing academic manuscripts intended for publication in international journals (*Enago*)
- Copyediting manuscripts translated into English (*Ulatus*)
- Training language editors and reviewers
- Assessing publication quality of manuscripts
- Writing protocols and developing processes to improve English language quality

Botanist (July 2003–July 2008)

Mumbai

Responsibilities

- Providing solutions on landscaping and organic gardening
- Sourcing of plants and garden equipment
- Research on building-related illness and phytoremediation processes
- Creating environmental awareness and studying methods of recycling of waste (with an NGO)

Educational Qualifications

2003

Bachelor of Science – Botany with Chemistry and Geology (First Class)
Fergusson College, Pune

2000

Higher Secondary School Certificate (HSC in Science – First Class)
St. Vincent College, Pune

1998

Secondary School Certificate (SSC – First Class)
St. Stanislaus High School, Mumbai

Personal Details

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