

Monica Ronghe

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Work Experience:

2020 January to May

- Editing and formatting research papers in Orthopedics and Community Medicine by ESL authors.
- Editing and formatting systematic reviews and meta-analyses in Clinical Epidemiology and Orthopedics by ESL authors.
- **Editing and formatting research protocols and articles in Community Medicine and Ophthalmology for publication.**
- Editing and formatting medical research papers by ESL authors for publication in journals through *Cactus Communications Pvt. Ltd.* (various subject areas in medicine).
- Editing and formatting chapters for a book in Tourism Management for publication.
- Editing (from October 2019) chapters for a geophysics book.

2019

- Editing medical research papers by ESL authors for publication in journals through *Cactus Communications Pvt. Ltd.* (various subject areas in medicine).
- **Editing research protocols and papers in Ophthalmology for studies currently underway in Australia.**
- Editing research protocols and articles in Community Medicine for publication in international academic journals.
- Edited a postdoctoral thesis in Nursing about heart failure self-care management (US university).
- Proofread a thesis doctoral thesis on Event Management (Australian university).
- Editing (from October) chapters for a geophysics book.

2018

- Edited medical research papers by ESL authors for publication in journals through *Cactus Communications Pvt. Ltd.* (varied subject areas in medicine)
- **Edited research papers by ESL authors for publication in journals** (Epidemiology, **Ophthalmology**, Mathematics)
- (from 2016): Edited a doctoral project thesis for Doctor in Nursing Practice, Walden University, USA.
- (from 2015): *PRYMD Labs* (nutraceutical company): Edited blogs, articles, modules for online course and brand book. Responsible as author manager for over 20 authors who regularly wrote about articles for *PRYMD Lab's* website, blog and online magazine (subject areas: Physiology, biochemistry, psychology and neuroscience).
- Indexed a book (*The Architecture of a Deccan Sultanate* by Pushkar Sohoni. London: I.B Tauris, 2018)
- Proofread the text for a lecture series for publication by the Indian Council of Historic Research (ICHR).
- Edited, proofread and wrote content for a monthly in-flight magazine of an airlines group.

2017

- (from 2016): *Enago (Crimson Interactive)*: Edited medical research papers by ESL authors for publication in journals
- (from 2015): Edited questions and answers for an exam revision question bank for:
 - United States Medical Licensing Examination (USMLE) 1, 2 and 3 (Cardiology, Epidemiology, Gastroenterology Hematology Internal Medicine Neurology Obstetrics and Gynecology Oncology, Pathology, Radiology, Renal physiology, Respiratory physiology)
 - North American Pharmacist Licensure Examination (NAPLEX)
 - National Council Licensure Examination (NCLEX) (Nursing)
- Edited chapters for an academic book (Geophysics). Chapters still being written by the author
- Edited website content for *Mimansa Risk Consulting Management* (<http://mimansaconsulting.com>)

2016

- Edited for *McCann Health Singapore*. (Monographs, slide decks, patient brochures etc. of two pharmaceutical products for a commercial pharmaceutical company)
- Writing and editing: Responsible for all the content related to various clinical foot conditions for a podiatry clinic website (<https://carusofootandankle.com/conditions/>)
- Edited chapters for a geophysics book: *Geological controls for gas hydrates and other unconventional* by Sanjeev Rajput and Naresh Kumar Thakur. First edition, Elsevier, 2016.
- Proofread chapters for a book (*Jewish Heritage of the Deccan, Mumbai, the Konkan Coast, Pune* by Kenneth X. Robbins and Pushkar Sohoni. Jaico Publishing House, India. 2018)
- Proofread real estate specifications, websites and blogs (*Eight Ball Media, Australia; Turnstone Homes, USA; 13th Beach Marketing, Australia*); and environmental reports (*Ecosulis, UK*)
- Edited and proofread content for an in-flight magazine.

2015

- Edited content for a podiatry clinic website (<https://www.advancedfootsurgerycentre.com/>)

- Thesis editing for a Ph.D dissertation (Geophysics)
- Personal Blog: <https://artyqlate.wordpress.com>

2014

- Edited medical research papers by ESL authors for submission to journals (Orthopedics, Podiatry)
- Edited the *Northern Districts Gymnastics Club Cookbook*

2013

- Edited and proofread business brochures and website (Pest control, real estate, personnel hire for mine sites)
- Proofread legal documents (Court case evidence and presentation), recipe book for primary school fundraising, real estate brochures (*NuLook Homes*, Australia)
- (from 2011) Introduced, authored, edited and distributed the *P&C Post*, a regular 2-page P&C newsletter for a primary school. Identified potential advertisers for the newsletter and when required wrote copy for the advertisements.
- Was the Fundraising Coordinator for the P&C, Carine Primary School
- Presented a bimonthly fundraising report and coordinated all fundraising projects for a primary school.

2007 (from 2002)

- Wrote articles considered for publication in *Expat* magazine, Kuala Lumpur, Malaysia.

2000 (from 1998) Promotions Assistant, British Council, Brunei

- Biannually created an 8-page Education Supplement in *The Borneo Bulletin* (national daily). The Education Supplement highlighted the British Council's education fairs to promote studying in the UK.
- Wrote informative articles, collated advertisements, created contests and quizzes with graphics teams and corporate sponsors to ensure satisfactory outcomes.
- Interviewed high profile alumni about their experiences and expectations of studying in the UK.
- Prepared, edited and distributed promotional material (brochures, leaflets, scholarships information etc.) Worked closely with the graphic designer for formatting and layout of promotional material.
- Wrote copy for the event advertisements and articles in local media, press releases, websites and interviews.

1997 Weekly column about health and nutrition in Brunei national daily, *The Borneo Bulletin*:

- A weekly series of 10 half-page articles
(Titles: *Truth about fibre, Protein for vegetarians, Important to label food, Calcium vital for the body, Colourless, tasteless, odourless and it's good for you, Towards ideal body weight, Vitamin E...more than just skin care products, Carbohydrates- preferred fuel for energy, Drastic diets, Heart disease explained*)

Memberships of professional organisations:

- IPED, Institute of Professional Editors Limited, Australia
- ANZSI, Australian and New Zealand Society of Indexers

Education:

- 2014 Indexing: Theory and Application, University of California Berkeley, USA
- 2014 Professional Editing and Proofreading, Australian College of Journalism, Australia
- 1995 M.Sc. Human Nutrition and Metabolism, University of Aberdeen, UK
- 1994 M.Sc. Food Science and Nutrition, S.N.D.T Women's University, India
- 1992 B.Sc. Food Science and Nutrition, S.N.D.T Women's University, India

Referees upon request.