

Professional Summary

Experienced scientific content and academic English editor: I possess a track record of providing academic/scientific content editing services to publishers, biotechnology/pharmaceutical companies, universities and individual researchers through successful stints with reputed global companies in the scientific editing industry. My editing expertise includes correcting grammar, punctuation, spelling, mechanics and sentence structure, as well as ensuring proper document structure. I am well-versed in subject area-specific fact-checking and adherence to various style guidelines (AMA, APA, etc.).

Education

Master of Science in Molecular Biotechnology
University of Birmingham, Birmingham, United Kingdom
Year of Graduation: 2017
Degree Classification: Merit

Bachelor of Technology in Biotechnology
Indian Institute of Technology, Guwahati, India
Year of Graduation: 2015

Key Skills

Editing

- Language: English (UK, US)
- Document types: Original research article, review article, short report, research letter, case report, essay, thesis/dissertation, protocol/SOP, proceedings, conference paper, etc.
- Scope of corrections
 - Language editing: grammar, punctuation, spelling, mechanics and sentence structure
 - Scientific editing: factual accuracy (based on fact-check), terminology, notation, convention, definition and argument presentation.
 - Formatting: AMA, APA and Harvard style guides as well as journal-specific guidelines.
- Subject areas (non-exhaustive list): Molecular biology, biochemistry, immunology, cell biology, genetics, microbiology, oncology, pharmaceutical sciences, clinical medicine, haematology, metabolism, medical technology, neuroscience, etc.

Literature research

- Database navigation: PubMed, ScienceDirect, MEDLINE, Scopus, etc.
- General skills: critical evaluation, literature review, citation and reference checking, note-taking, etc.

Microsoft Office

- Word: document creation, text and paragraph formatting, track changes, page layout, Header and Footer, page numbering, spell and grammar check, comment, templates, etc.
- Others: PowerPoint, Excel, Outlook, OneDrive, SharePoint

Adobe

- Adobe Reader: commenting and reviewing, filling forms, document signing, drawing and mark-up tools, search tool, snapshot tool, etc.
- Photoshop: cropping, resizing, image adjustment, etc.

Computer skills

- OS: Windows, Mac, Linux
- Internet: web browsers, keyword search, website navigation, cloud storage and file management, data backup and recovery, social media presence, etc.
- Email management: Composing, sending, receiving and organising emails.

Editing Experience

July 2023–Present

Scientific Editor, Uni-Edit (Hongkong)

Responsibilities

- Correcting grammar, punctuation, spelling, mechanics, scientific terminology/notation/convention and sentence structure, as well as improving scientific argument presentation and document structure in academic, technical and business documents written in English.
- Fact-checking document contents.
- Formatting documents (AMA, APA, etc.).

April 2021–March 2023

Consultant—Scientific Content and English Editing Quality, Enago (Mumbai)

Responsibilities

- Checking for due correction of errors in grammar, punctuation, spelling, mechanics, sentence structure and scientific contents in edited academic, technical, and business documents.
- Investigating and resolving escalated cases related to poorly edited documents and proposed courses of action.
- Providing constructive feedback to editors on their completed assignments.

Notable clients I worked for

Oxford University Press, American Chemical Society, Merck KGaA, Sino Biological

October 2019–February 2021

Scientific Content Editor, Editage (Mumbai)

Responsibilities

- Correcting grammar, punctuation, spelling, mechanics, scientific terminology/notation/convention and sentence structure, as well as improving scientific argument presentation and document structure in academic, technical and business documents written in English.
- Fact-checking document contents.
- Formatting documents (AMA, APA, etc.).

Notable clients I worked for

Elsevier, Frontiers, Wiley, SAGE publishing, Taylor & Francis

Research Experience

April 2016–September 2016

Master's Research Project

Institute of Cancer and Genomic Sciences, Birmingham (United Kingdom)

- Conducted laboratory research involving animal cell biology, molecular biology, biochemistry, microbiology, genetics and immunology.
- Wrote a thesis in academic English following Harvard style.

August 2014–April 2015

Undergraduate Research Project

Indian Institute of Technology, Guwahati (India)

- Completed laboratory research involving plant tissue culture, biochemistry and microbiology.
- Wrote a project report in academic English following Vancouver style.

May 2014–July 2014

Summer Research Internship

Stockholm University (Sweden)

- Performed laboratory research on molecular mechanisms of aphid-plant interactions and analysed experimental data.
- Documented daily research activities, experimental data and data analysis results in English.