

MAHAZAREEN DUBASH

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Summary

I am an editor with a strong background in the environmental field and more than a decade of experience in working with academic and technical content. I have edited and proofread scientific (including medical subject matter) and non-scientific content for global audiences. I can handle multiple projects and client editorial styles simultaneously. I am particularly skilled at explaining complex scientific and academic content in a simple manner. I gel well with teams and can work independently with minimal supervision. I am passionate about learning new and evolving agile techniques and software.

WORK EXPERIENCE

MULTIMEDIA QUALITY ASSURANCE EDITOR

Mar 2021–Present

PSL Group, Quebec, Canada

A global organization dedicated to putting information at the service of medicine

- Review all marketing materials (eg, slide presentations, websites, emails, videos, and narrations) for assigned brands
- Edit for organization, style, flow, accuracy and clarity of message, as well as adherence to client/brand and FDA guidelines
- Edit and proofread clinical and patient-focused content
- Conduct functional review of dynamic online modules keeping the user experience in mind
- Collaborate with Account Directors, Graphic Designers, Integrators, Content Managers, and other QA Editors to ensure seamless production of program materials
- Adhere to deadlines and track overall workflow
- Serve as an expert resource on grammar, punctuation, and other editorial issues
- Maintain style guides
- Identify process improvement and efficiency opportunities with inter-departmental teams

FREELANCE COPY EDITOR

Sep 2020–Nov 2021

JMIR Publications, Ontario, Canada

Publisher of leading journals in digital health, eHealth, mHealth, and research protocols

- Ensured that the manuscript met in-house style standards
- Edited manuscripts for style and language
- Met monthly targets for copyediting manuscripts
- Checked the completeness and “face validity” of statistical reporting
- Checked and corrected references using JMIR’s integrated, automated RefCheck (OrangeX) software (the software automatically retrieves reference data from various bibliographic databases and auto-populates the required fields)
- Queried and communicated with authors
- Continuously updated JMIR’s style guide and make suggestions for improvements of workflow or style guide–related processes
- Liaised with JMIR’s Tech Team to improve processes and help with resolving any bugs arising in the system

FREELANCE ACADEMIC EDITOR

May 2018–Mar 2021

Scribendi, Ontario, Canada; Cactus Communications Pvt. Ltd., Mumbai, India

Companies that collaborate with researchers across academic disciplines, universities, publishers, societies, and life science organizations to accelerate research impact

- Ensured that the manuscript met in-house style standards
- Corrected grammar, spelling, and punctuation
- Checked facts and suggested alternative terms when needed
- Verified headings, statistics, data in graphs, and footnote entries
- Checked for consistency and logic
- Polished the manuscript to direct the focus of the story or article along a particular course
- Worked with the author through any number of drafts

MANAGING EDITOR, CENTRE OF EXCELLENCE FOR ENVIRONMENTAL SCIENCE**Apr 2017–Mar 2018**

Cactus Communications Pvt. Ltd., Mumbai, India

- Oversaw operations for delivery of publication-ready manuscripts by coordinating high-quality editing and reviewing (quality assessments) of edited manuscripts
- Managed an experienced community of 80 freelance editors and an in-house team of associate editors
- Mentored new editors to enable them to work independently, ensuring that all author requirements and delivery deadlines are met
- Provided end-to-end support to authors during the manuscript publication cycle
- Stayed updated on industry trends and shared this knowledge with authors to improve their chances of publication

FREELANCE ACADEMIC EDITOR, PHYSICAL SCIENCES AND HUMANITIES**Nov 2011–Mar 2017**

Cactus Communications Pvt. Ltd., Mumbai, India

- Edited manuscripts written by non-native authors to ensure that the final text is in standard scientific English and is free of unclear or unidiomatic sentences
- Adhered to job-specific instructions and formatted manuscripts according to the target journal when required
- Understood and adhered to client and industry requirements and adapted working approach accordingly
- Cited and referenced other relevant published work on which the submitted work was based

FREELANCE ENVIRONMENTAL RESEARCHER AND WRITER**Nov 2011–Apr 2017***Independent research and writing*

- Pitched interesting and novel ideas for stories on environmental issues to leading environmental magazines in India
- Researched for and wrote stories on environmental issues, the main goal being awareness-raising

PRINCIPAL ENVIRONMENTAL SPECIALIST**Feb 2007–Nov 2011**

Environmental Management Centre, Mumbai, India

A leading consultancy offering expert advisory and assessment services to clients with the aim of advancing the goal of sustainability

- Finalized reports and shared findings with multi-disciplinary colleagues, clients, sub-contractors (such as analytical laboratories), and regulators
- Advised clients on best courses of action based on research findings
- Developed conceptual models, including identification and consideration of potential contamination
- Researched previous investigations of a site to provide information to clients considering purchase
- Assessed the suitability of new developments, such as housing, power stations, wind farms, and other large sites that may impact the environment
- Managed legislative issues for clients and maintained an awareness of how legislation impacts projects

EDUCATION**University of British Columbia, Canada****May 2002**

Master of Applied Science (Pollution Control and Waste Management)

- Green Economy • ESG frameworks • Sustainability • Air, land, and water contamination • Environmental impact assessment • Waste management and recycling • Emissions and climate change • Renewable energy • Environmental management systems

University of Mumbai, Mumbai, India**May 1997**

Bachelor of Civil Engineering