

Mamta Jha
Bhavya Enterprises Indexing
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Job search objective: to offer concise and accurate indexes for text, trade, and reference books on time and to client specifications.

Relevant training and skills:

- Taxonomy and controlled vocabulary training course from taxonomist Heather Hedden, June 2020
- Climbing Camelback: Intermediate and Advanced Topics in Indexing, ASI 2019 Conference, Scottsdale
- Practical Introduction to Indexing, ASI 2013 Conference, San Antonio
- Indexing training course from the American Society of Indexing (ASI)
- Regular ASI conference attendee. Trained by senior indexers during their one-to-one workshop.

Related employment:

Bhavya Enterprise Indexing, Sole Proprietor, 2012 to Present

- Professionally prepare indexes, both embedded and stand-alone, that are comprehensive, accurate, and delivered on time.
- Subjects indexed include science, technology, medicine, environment, international politics, philosophy, textbooks, and journals.
- Current clients include CUP (Embedded Indexing), University of California Press, Ideapress, Routledge, ANA (American Nurses Association), ASME (American Society of Mechanical Engineers), Yale University Press, and Bloomsbury. Have worked with CRC Press, APHA (American Public Health Association), Agate, and Springer in the past.

In-house Indexer

- Senior Manager (Indexing) in Macmillan Publishers Limited, New Delhi (2006-2012)
- Senior Manager (Indexing) in SPI Technologies India Pvt Ltd., New Delhi (2005–2006)
- Team Manager (Indexing and Abstracting) in Innodata India Limited, Noida (2001–2005)

Education:

- Graduate in B.Sc. Biology from MDU, Rohtak, India
- Professional Diploma in Web Centric Computing from NIIT, New Delhi
- PG Diploma in Operation management from SYMBIOSIS, Pune, India

Memberships:

- American Society for Indexing
- Indexing Society of Canada (ISC)
- Society of Indexers, UK
- Chicago/Great Lakes Chapter
- Associate Indexer for Potomac Indexing, LLC.
- ASI special interest groups:
 - Gardening/Environmental Studies
 - Science & Medicine
 - Sports-Fitness

Professional volunteering:

- ASI membership committee