



Dr. Meera Gopal

MEDICAL EDITOR,
WRITER, AND
RESEARCH ASSISTANT

Details

513 Cherokee Dr,
Temple, TX 76504
(254)654-1408
meeragopal1996@gmail.com

Skills

Communication Skills

Microsoft Office

Ability to Work Under Pressure

Time Management

Adaptability

Creativity

Leadership

Problem-solving

Efficiency

Collaboration & Teamwork

Willingness to Learn

Strategic Planning

Languages

English

Kannada

Profile

A native American (USA citizen) who is highly passionate about the English language. Moved to India to teach English as a foreign language and to study medicine (MBBS). Developed an interest in medical writing/editing. Currently pursuing an advanced PG Diploma in Scientific Writing and Medical Journalism. A creative leader who thinks outside the box and carries out tasks meticulously. An organized and hard worker who enjoys collaborating with other professionals.

Employment History

Editor, Cactus Communications

MARCH 2021 — PRESENT

- Edited various types of articles (case reports, original articles, systematic reviews, etc.) to ensure they are ready for journal submission.
- Provided detailed feedback and learning points to the authors to enhance their academic writing skills.
- Created cover letters for article submissions to reputed peer-reviewed journals.
- Formatted articles according to target journal guidelines.
- Worked on English documents written by individuals with varying degrees of English proficiency.

Medical Research Intern and Writer, Department of Community Medicine, KMC Manipal

FEBRUARY 2021 — PRESENT

- Worked on official department documents and created standard operating procedures (SOPs) for Kasturba Hospital, Manipal.
- Organized, edited, and coauthored a handbook on COVID-19 (currently in the review stage).
- Cleaned various datasets and performed statistical analyses.

English Tutor, Cambly

FEBRUARY 2018 — PRESENT

- Tutored English to students from all over the world.
- Became familiar with common problems and issues that non-native English speakers frequently encounter when expressing their ideas.

IELTS Tutor, Self-Employed

MAY 2016 — PRESENT

- Provided IELTS coaching to medical students at my university.
- Later, expanded my private coaching services to other cities (in the state of Karnataka, India).

Medical Tutor, Self-Employed

JUNE 2015 — PRESENT

- Prepared materials for students to learn and study from, such as presentations, Anki (spaced-repetition) flashcards, and notes.
- Tutored juniors in various MBBS subjects and helped them with exam prep.
- Helped write, edit, and proofread various research-intensive written work, including abstracts, theses/dissertations, case study reports, and protocol submissions.

References

**Dr. Suma Nair, Department of
Community Medicine, KMC
Manipal**

suma.nair@manipal.edu

**Dr. Rajagopal Shenoy,
Department of Surgery, KMC
Manipal**

rajagopal.shenoy@manipal.edu

Freelance Writer, Proofreader, and Editor; Self-Employed

AUGUST 2014 — PRESENT

- Proofread and edited articles in a wide variety of niches.
- Confidently and successfully completed numerous projects, while adhering to set guidelines.
- Produced superior quality work by performing numerous revisions of each piece.
- Organized and prioritized work to complete assignments in a timely, efficient manner.

Education

**MBBS (Bachelor of Medicine, Bachelor of Surgery), Kasturba
Medical College, Manipal, MAHE**

JUNE 2020

**Advanced PG Diploma in Scientific Writing & Medical Journalism,
James Lind Institute**

ONGOING

Ongoing Projects/Additional Work

Editor-in-Chief, *Manipal Manual of Surgery*, 6th Ed.

**Peer Reviewer, *International Journal of Translational Medical Research
and Public Health***

Certifications

**Teacher of English to Speakers of Other Languages (TESOL) Certification,
International TEFL and TESOL Training**

AUGUST 2018

Certified Peer Reviewer, Elsevier Researcher Academy

FEBRUARY 2021

**Best Practices for Biomedical Research Data Management, Harvard
Medical School and Canvas Network**

FEBRUARY 2021

Knowledge Translation, NextGenU

MARCH 2021