Mona Mohamed Anter

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Summary

- Copyediting +3,000 research papers, theses, course books, and biographies

- Writing +30 course books (MS Office, business skills, etc.) and style guides

- Revising the technical content of +20 course books (Office, graphics, web, etc.)

- Creating practical applications, exercise files, outlines, tests, sales sheets, and teaching directives sheets for new courseware

- Creating the required templates, formatting styles, macros, etc. for new tasks

- Training new employees on company standards and work procedures

- Assisting in setting new rules and standards to ensure smooth workflow

Experience

Professional Freelancer (Nov 2011–Now)

- Remotely editing, writing, and formatting content for independent researchers and international publishers, including

  o Pearson (Oxford, UK)

  o TNQ Technologies (Chennai, India)

  o YAT Learning Solutions (Cairo, Egypt)

  o PMEC (Cairo, Egypt)

Copyeditor (Hindawi, May 2012–Sep 2019)

- Checking grammar, punctuation, spelling, and style conformity of manuscripts

- Proofreading papers' titles and authors' names, addresses, and biographies

Technical Writer (MarefaTech for E-Learning Solutions, Jul 2009–Nov 2011)

- Creating Office & soft skills educational content

Courseware Developer and QA specialist (YAT, Mar 2007–Jun 2009)

- Creating MS Office educational content, including course books and practical applications

- Writing style guides for technical writers, reviewers, and DTP specialists

- Revising courseware developed by other colleagues to check correctness of steps, clarity of theoretical content, style conformity, and consistency

Desktop Publishing Supervisor (YAT, Nov 2006–Mar 2007)

- Interviewing, selecting, and training new employees
- Assisting in setting new rules and standards to ensure smooth workflow
- Archiving courseware items and maintaining courseware database
- Proofreading the final copies of courseware to check in-house style conformity

Desktop Publishing Specialist & Copyeditor (YAT, Apr 2003–Nov 2006)

- Checking grammar, punctuation, spelling, and style conformity of course books
- Formatting course books using MS Word templates and styles

Education

- English Linguistics and Translation, Faculty of Arts, Helwan University

Training

- Foundation Certificate in Translation and Interpreting (AUC)
- Certificate of Achievement in Oral Communication (AUC)
- Editing Mastery Certificate of Completion (LinkedIn Learning)
- Editing and Proofreading Made Simple (LinkedIn Learning)
- Microsoft Office Specialist (MOS) (YAT Learning Solutions)
- Arabic Editing Skills (Faculty of Dar Al Uloom)
- Arabic Writing Skills (Workshop at El-Youm El-Gedid Newspaper)