
NAVEEN K RAJAN

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Summary

BELS-certified medical editor with more than 13 years' experience as an author's editor for ESL clients. I am also a certified Prince2 Practitioner and served as an Operations Manager with extensive experience in handling mid-sized editorial teams for an author services company.

Education

- 2003 - 2006 Bachelor of Science (Biotechnology)
University of Mumbai
Major electives: Biochemistry, Microbiology, Immunology
- 2006 - 2008 Master of Science (Herbal Sciences)
University of Mumbai
Major electives: Traditional Medicinal Systems, Plant Biotechnology, Horticulture, Entrepreneurship, Analytical Chemistry
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Work experience

- 2008 - 2008 Sub-editor
Cactus Communications Pvt. Ltd.
Worked with Senior Associate Editors to deliver submission-ready edits according to predetermined deadlines.
- 2008 - 2009 Associate Editor
Cactus Communications Pvt. Ltd.
Worked on assignments independently. Specialized in assignments that required quick turnaround times while maintaining submission-ready quality.
- 2009 - 2010 Senior Associate Editor
Cactus Communications Pvt. Ltd.
Reviewed work done by sub-editors, worked on assignments independently, and provided support and inputs to the quality and training teams.
- 2010 - 2012 Senior Editor - Quality and Training
Cactus Communications Pvt. Ltd.
Trained newly hired editors and developed and implemented training programs for in-house staff and freelancers. Performed periodic quality audits and provided inputs in process audits to improve efficiency. Also represented Cactus Communications Pvt. Ltd. at the CSE 2012 Annual Meeting and won the award for the best poster.
- 2012 - 2018 Managing Editor, Center of Excellence for Medicine
Cactus Communications Pvt. Ltd.
Managed operations, training, and customer engagement for a team with 2-5 inhouse staff and 40-50 independent contractors based in different locations around the world. The scope of responsibilities included training and mentoring new hires to ensure that they met organizational standards, overseeing workflow management for both inhouse staff and independent contractors, serving as a single point of contact for all issues relevant to the Center of Excellence for Medicine, and regularly interacting with clients to address their concerns and other feedback.
- 2014 - 2018 Managing Editor, Center of Excellence for Neuroscience and Neurology
Cactus Communications Pvt. Ltd.

Handled the Managing Editor position for the Center of Excellence for Neuroscience and Neurology, with the same scope of responsibilities as for the Center of Excellence for Medicine. Managed the two teams together for approximately 4 years, except for a break between October 2015 and June 2016.

2018 - Present

Freelance Medical Editor

As an independent medical editor, I work with various clients across the world to help them get their work published. The range of services I have provided over previous client assignments include editing, proofreading, formatting for journal submission, and abstract writing.

Skills

- Familiar with Microsoft Word, Excel, and PowerPoint
- Good data analysis skills.
- Basic competency in Python.

Publications

Cerejo C, Rajan N. Optimizing the Output of a Freelance Editing Model: Value Added by an In-house Reviewing Team. *Science Editor*, 2012; 35(1): 5-9.