

# POOJA SACHIN BHISE

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I am currently working as a freelance academic editor at Wallace Academic Editing (Taiwan) and Content Concepts (India). I have approximately 9 years of experience in editing and copyediting. I am trained in editing and proofreading manuscripts and articles, written mostly by non-native English speakers. I am highly proficient in English language (both US and UK) and have been actively involved in training and auditing content for editing quality. I have consistently exceeded the qualitative and quantitative benchmarks set in the current and previous organizations.

Overall, I have gained expertise in copyediting, substantive editing, proofreading, and rewriting of academic manuscripts ranging from simple research manuscripts to complex and technical case reports. In addition, I proofread articles edited by other editors to ensure optimal output quality and provide relevant feedback for improvement. I can format and edit manuscripts in accordance with journal guidelines and style guides (e.g., AMA, APA, CSE, and IEEE). I am adept at making structural changes for proper flow and coherence and guiding authors by writing customized remarks to highlight content and structural gaps.

Although my core editing expertise is in the fields of biosciences and medicine, I have gained considerable experience in delving into different subject areas. I am comfortable editing manuscripts from various fields, including engineering, AI, data science, finance, psychology, humanities, and others. Overall, I am a highly motivated, highly organized, detail-oriented, and self-motivated individual.

## **EXPERIENCE**

**AUGUST 2019 TO PRESENT**

### **FREELANCE ACADEMIC EDITOR, WALLACE ACADEMIC EDITING, TAIWAN**

- Copyediting, substantive editing, proofreading, and rewriting of academic manuscripts ranging from simple research manuscripts to complex and technical case reports
- Proofreading articles edited by other editors to ensure optimal output quality and providing relevant feedback for improvement
- Formatting manuscripts according to journal guidelines and style guides (e.g., AMA, APA, CSE, and IEEE)
- Making structural changes for proper flow and coherence,
- Guiding authors by writing customized remarks to highlight content and structural gaps.

**JANUARY 2020 TO PRESENT**

### **FREELANCE ACADEMIC EDITOR, CONTENT CONCEPTS**

- Same responsibilities as those at Wallace Academic Editing

**JUNE 2019 TO PRESENT**

### **ACQUISITIONS MANAGER, CODE RED, EC-COUNCIL INTERNATIONAL LIMITED**

- Managing a strong team of 8 Acquisitions Editors and guiding them end-to-end using process-driven workflows
- Leading new employee training and skill development initiatives
- Scouting industry experts in various tech domains to partner with to create bestselling courses
- Developing comprehensive product propositions along with authors to ensure comprehensive topic coverage and robust skill development
- Collaborating with various teams to ensure the timely development of the video courses
- Networking with community experts to build collaborative and mutually rewarding professional relationships
- Managing multiple projects simultaneously (project planning and coordination), paying attention to time and budget constraints (extensive project management, depending on the complexity of the project)
- Involved in hands-on author acquisitions and contracting.

**OCTOBER 2015 TO JUNE 2019**

### **SENIOR ACADEMIC EDITOR, SCHOLARLY EDITING AND TRANSLATION SERVICES**

- Substantive editing of academic manuscripts ranging from simple research manuscripts to complex and technical case reports
- Proofreading and reviewing articles edited by in-house and freelance editors to ensure optimal output quality and providing relevant feedback for improvement
- Conducting training sessions for new editors and mentoring them
- Managing tasks related to formatting articles prior to journal submission and working in the capacity of a publication support specialist as and when required
- Occasionally developing SEO-friendly content for the website and blog
- Managing assigned projects for compliance to delivery timelines and quality by effective internal and client coordination

**MAY 2014 TO OCTOBER 2015**

**ASSOCIATE EDITOR, CRIMSON INTERACTIVE**

- Editing and proofreading manuscripts and various other documents related to the field of Biosciences and Medicine
- Formatting manuscripts as per the journal guidelines or the recommended style guides
- Meeting strict deadlines and catering to client-specific requirements
- Mentoring and training new editors hired in the organization

**EDUCATION**

**MAY 2014**

**MASTERS IN BIOLOGICAL SCIENCES, NMIMS UNIVERSITY**

CGPA: 3.4/4.0

**MAY 2012**

**BACHELORS IN MICROBIOLOGY, UNIVERSITY OF MUMBAI**

Percentage: 70 (First Class)

**CORE SKILLS**

- Substantive editing, copyediting, and proofreading
- Project Management
- Team Building and People Management
- Quality Management
- Writing
- Training and Skill Development
- Acquisitions
- Customer Relationship Management
- Research and Development

Thank you for taking the time to review my resume. I genuinely believe that my experience and skill sets would make be a valuable asset to your organization. My overall experience in research and editing would be the perfect match for the role of a Freelance Academic Editor. I can be reached at +91-8451800111 or [pbamgude26@gmail.com](mailto:pbamgude26@gmail.com) if you need any other information.