**Radhika Dixit**

Dubai, UAE

Mobile: +971-547125967

Email: radhikadixit165@gmail.com

LinkedIn: <linkedin.com/in/radhika-dixit-13196569>

**Professional Summary:**

Content editor & writer with 10+ years of experience. Specialized editor of dissertations, research articles, and textbooks from fields such as psychology, sociology, history, business and economics, finance, computer science, law, and policy. Expert in line editing, structural editing, developmental editing, proofreading, and copy editing and formatting based on style guides. Edited 25000+ articles published in professional academic journals the fields mentioned above.

**Work Experience:**

**Freelance Academic Editor**

Scribbr

March 2022 – Present

Editing theses and journal articles of PhD and Master’s students from various departments, including Humanities, Psychology, Business and Economics, Finance, etc.

**Senior Associate Editor**

Cactus Communications Pvt Ltd

June 2018 – October 2021

Edited and formatted academic and non-academic content and provided additional writing services. Trained new editors with regular feedback sessions. Handled client communication regarding quality issues or any other queries. Responded to editor queries and concerns on a daily basis.

**Sub Editor**

Curejoy Healthcare India Pvt Ltd

Oct 2016 – February 2018

Created a minimum of five SEO-friendly, research-based articles for the blog every day. Trained new writers to ensure quality and on-time delivery.

**Senior Copy Editor**

ANSRsource

September 2014 – September 2016

Created and edited textbook chapters, exemplars, and training documents like PPTs for universities and schools. Mentored trainees to edit as per set standards. Lead a team of copy editors and coordinated with other writers and editors to produce quality content.

**Copy Editor**

Cosmic Strands

Six months

Edited articles, journals, and textbooks on Humanities. Formatted manuscripts as per various style guides including APA and CMS.

**Content Writer**

Unilever

Five months

Wrote research-based content for the daily, weekly, and monthly in-house bulletins.

**Education:**

Master’s in Communication, Manipal University

2011–2013

Bachelor of Arts (Psychology, English, and Journalism), Mount Carmel College

2007–2010

**Skills:**

Academic Editing

Scientific Editing

Line Editing

Structural Editing

Formatting as per Style Guides

Content Writing

Keyword Research & Analysis

Mentoring

Team Management

Client Engagement