

**MANSI MANOCHA****PROFESSIONAL EXPERIENCE IN EDITING****Freelance Editor and Proofreader***Mar 2020–Till Date*

- Edit and proofread academic documents in Humanities and Social Sciences for content and language
- Edit Resumes, Statements of Purpose, and other Non-Academic documents

**Editorial Expert, Researcher Eco-System, Cactus Communications***Sep 2019–Nov 2019*

- Testing outputs of publication- and editing-related AI tools
- Giving feedback to product managers (internal and external) and suggesting tech developments to enhance tools' efficiency
- Comparing outputs generated by different tools to help the management decide on tools to invest in
- Monitoring performance of tools on a regular basis to enhance existing features
- Facilitated product launch scheduled for December 2019

**Editorial Quality Manager, Humanities and Social Sciences, Cactus Communications***Nov 2018–Sep 2019*

- Analyzing client feedback and assessing quality of edited manuscripts
- Providing next steps for improvement, where applicable, in the deliverables as well as internal processes
- Handling client complaints; providing resolutions for current and future client needs
- Proposing overall editorial quality improvement plans as part of the management level Quality Focus Group

**Assistant Managing Editor, Humanities and Social Sciences, Crimson Interactive***Jan 2018–Oct 2018*

- Managing freelance editor quality by monitoring their performance and sharing regular feedback
- Training new editors, reviewers, and new assistant managing editors
- Conducting need-based training and assessments for junior editors and mentoring them
- Editing high-stake assignments (trials, complaints)

**Associate Research Editor, Crimson Interactive***Sep 2016–Dec 2017*

- Editing academic documents in Humanities and Social Sciences for language and content accuracy
- Proofreading academic and non-academic documents across subject areas for language accuracy
- Proofreading translated (to English) documents for native expression
- Formatting manuscripts as per requirements by journals, conferences, style guides, etc.
- Reviewing junior editors' assignments

**SKILLS**

- Content, Language, and Copy Editing
- Peer Mentoring and Training
- Ability to deliver high quality work while adhering to deadlines
- Commitment
- Effective communication
- Technical Skills: Search Engine Optimization | Microsoft Office (*Proficient in Word, Excel, PowerPoint*) | Basics of Stata | WordPress
- Languages Known: Hindi, English, and French

**EDUCATION**

Ambedkar University, Delhi: M.A. Development Studies 2014–2016

University of Delhi: B.A. (H) Economics 2011–2014

**AWARDS & ACHIEVEMENTS**

- Quality Queen, Cactus Communications *Apr–Jun 2019*
- Client Connect, Cactus Communications *Apr–Jun 2019*
- Quality Champion, Crimson Interactive *Mar 2018*
- Most Client Oriented Editor, Crimson Interactive *2017–2018*