SANJAY PAUL SAMUEL

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# SUMMARY

* Editor of earth science manuscripts and other documents
* Technical writer and copy editor of technological and scientific papers and products
* Dual specialization in petroleum geoscience and applied geology
* Broad knowledge and experience editing and writing across diverse industries
* Experience with eliciting customer requirements and translating into technological products
* Proactive, creative approach towards identification, assessment and solving of problems
* Strong analytical skills
* Excellent MS Word, Excel, Powerpoint, ArcGIS and QGIS skills
* Strong interpersonal and communication skills, both verbal and written
* Excellent presentation skills
* Good track record of delivering under tight deadlines
* Good team player

# EXPERIENCE

***Sep 2013 to present, Freelance Editor of Earth, Atmospheric, and Planetary Science Manuscripts***

Editingscientific documents produced by scientists from around the world. Editing produces a publication ready document that is in native English, free from typos and grammatical errors, and has a logical flow of content and ideas.

***August 2019 to Present, Content Writer at Flatworld Solutions***

Technical content writer covering a wide range of topics from call centers, software development, and healthcare to creative design, mortgage, real estate, technology, data science, insurance, and legal services.

***Sep 2014 to Mar 2016, Technical Writer at Wipro***

Responsible for writing user guides, help files, release notes, and other technical documentation. Also responsible for editing peer’s documents for correct English usage.

***Aug 2013 to Sep 2014, Editor at Cactus Communications***

This role involves editing scientific documents produced by scientists from around the world. Editing produces a publication ready document that is in native English, free from typos and grammatical errors, and has a logical flow of content and ideas.

***Oct 2013 to Sep 2014, Design and Development of Business Intelligence Products for the Oil & Gas Industry***

This is a private project that I have been working on. It involves the development of the following business intelligence products:

1. Interactive GIS for Oil & Gas data analysis and management useful for making business decisions in the following areas: (1) petroleum exploration; (2) new ventures and scouting; (3) business planning; (4) data and document management and (5) creating reports, presentations and maps.

***March 2011 – September 2012, Derrick Petroleum Services, Bangalore India***

As lead analyst reporting directly to the director, my responsibilities comprised of the following: (1) development of Oil & Gas business intelligence products; (2) analysis for Exploration & Production consulting projects; and (3) writing and publishing of articles on the industry.

***2008 to 2010, Victoria University School of Earth Sciences, Wellington, New Zealand***

As Technical Assistant to the Head of the Department of Geology,

* Tutored students for the second-year Earth Sciences sedimentary geology course

***2005 to 07, Department of Geology, Bangalore University, Bangalore, India***

As Lab Demonstrator,

* Tutored students on GIS and Remote Sensing using MapInfo, Erdas Imagine and AutoCad Map

# EDUCATION

2008 to 2010: Victoria University of Wellington, New Zealand

***Master of Science in Petroleum Geoscience (First class with honors – Equivalent to GPA 9/10)***

March 2009 : Victoria University of Wellington, New Zealand

***Workshop on Seismic Stratigraphy by George Bertram at University of Wellington***

2005 to 2006 : Bangalore University, India

***Master of Science in Applied Geology (first class)***

2004 : GIS Institute, Noida, India

***Diploma in Geo-Informatics***

2000 to 2003 : St. Joseph’s College of Arts & Sciences, Bangalore University, India

***Bachelor******of Science (B.Sc.) with majors in Chemistry, Environmental Science and Zoology (first class)***