**Sara Muhammed Hassan Abd El-Aziz**

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**Summary**

Experienced copyeditor with a demonstrated history of working in the publishing industry, with a Bachelor of Arts, BA, focused in English Language and Literature/Letters from Cairo University.

**Experience**

**Freelance copyeditor**: October 2018–present

* Editing academic research papers for several clients, among them are Hindawi Publishing Corporation, Rasayely Editing, and Crimson Interactive

**Senior Copyeditor at** **Hindawi Publishing Corporation:** February 2018–October 2018

**Copyeditor at Hindawi Publishing Corporation:** February 2016–February 2018 (2 years and 1 month)

* + Editing the content of manuscripts and issues by correcting stylistic, grammatical, and spelling mistakes
  + Verifying the manuscripts’ correctness in terms of grammar, syntax, punctuation, spelling, and in-house style
  + Reviewing the authors’ biographies and special issues’ call for papers
  + Applying the authors’ requested modifications in conformity with Hindawi’s in-house style

**Manuscript Analytics Specialist at Hindawi Publishing Corporation:** January 2015–February 2016

* + Generating XML and HTML files for manuscripts, using the Data Analytics System (DAS) to suggest the most suitable editors and reviewers for the manuscripts and to facilitate the reviewers work process
  + Searching by reviewers’ emails on Scopus and Google to check their existence
  + Checking the collaboration and the affiliation conflict between the reviewers and the authors of the manuscript to avoid conflict of interests
  + Carrying out searches for reviewers’ publications on Scopus and Google to make sure that they are eligible for handling the review process of the manuscripts and to insert the total publications’ numbers and the h-index on the Editorial system (DAS)
  + Searching in misconduct list on the Editorial system (MTS) to check whether the reviewers are sanctioned/watch listed

**Trainer and Checker at Data Harvest Department at Hindawi Publishing Corporation:** February 2014–January 2015

**Education**

* Bachelor of Arts, BA, English Language and Literature/Letters, Cairo University (2008–2012)
* High school: Dar El-Hanan Language School (2008)

**Skills**

***Language Skills***

* Arabic: Native
* English: Fluent spoken and written

**Skill Highlights**

* Quality-oriented
* Innovative
* Service-focused

**Courses and Certificates**

* CAE: Cambridge ESOL Level 2 Certificate in ESOL International (2011)
* Advanced English Courses at British Council (2010), Grade: A
* ICDL course at Cairo University and Certificate from UNESCO (6/12/2011)
* English Conversation Course at the American University in Cairo
* Media and Literary Translation Course at the School of Continuing Education at the American University in Cairo.
* TOEFL Score: 607

**Training and Workshops**

* Teacher at Winnie Pre-school and Nursery
* Writing workshop at Al-Ahram Weekly
* Writing and editing at Maspero Television Building
* Communication skills and customer services workshops