Shruti Nagar

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Skills & Abilities

Please Ctrl+click on each skill to jump to the relevant experience details.

[English Copy Editing](#English)

I have been providing copyediting and proofreading services for more than 15 years. After working as a full-time editor for a few websites and then at one of India’s leading academic-editing service providers, I turned a freelancer. I edit manuscripts in the fields of social sciences and humanities and have lately completed my first fiction line-edit. I am familiar with Chicago and APA style guides and am comfortable working in both American and British English.

My copy-editing service includes two rounds of editing. During the two rounds, I work on polishing the manuscript for word choice and clarity; ensuring that the text flows smoothly; and eliminating errors related to grammar, syntax, and punctuation.

[HIndi Translation and Copy editing](#Hindi)

I have been providing bi-directional translation and editorial services in the Hindi-English language pair for more than 20 years. While I have a native-like proficiency in English, Hindi is my mother tongue. Before turning a full-time freelancer, I worked as an in-house translator, a sub-editor and a copy editor. I also singlehandedly edited the Hindi section of a bilingual print magazine. As a freelancer, my services include translation, native-check, translation review, and editing and proofreading Hindi text.

[Project management](#Project_Management)

I provide project management service for translation and translation-review assignments in various Indian languages. I am now planning to expand this service to include self-publishing management for individual authors and small businesses.

Experience

FREELANCE English COPY EDITOR | Various Clients| 2013–Present

I learnt copy editing by working in full-time editorial positions, and I now provide copy-editing services on a freelance basis. Apart from various individual authors, my client list includes the following companies:

[**SPi Technologies**](https://www.spi-global.com) (January 2016–Present): I provide copy-editing service for specific projects in the fields of humanities and social sciences. I have also edited a few multidisciplinary books with scientific (robotics and AI) content. My work involves editing manuscripts for grammar and syntax, checking them for typographical and consistency issues, and creating project-specific style sheets.

**Panacea Films Pvt. Ltd.** (September 2019–July 2020): I copy edited the English text for *Bhagwan Birsa Munda*, a film used as AV material at the soon-to-be-opened Birsa Munda Museum, Ranchi, India. I also translated the text into Hindi for the same project.

[**Desiwalks Tours Pvt. Ltd.**](https://www.hoponindia.com/site/about) (January 2017–November 2018): I edited scripts of various audio tour guides. The target audience here was a tourist coming to India, and so I ensured that the scripts appealed to that niche of audience.

[**RangDe.org**](https://www.rangde.org/) (February 2013–February 2015): This was a near-volunteer position, with a nominal fee. I compiled borrower details provided by Rang De’s field partners into borrower profiles.

Assistant Editor and Coordinator (The Alliance for A Safe World) | The Safeworld InternationalFoundation | January 2013–January 2017

I volunteered as an assistant editor at Safe World for Women, the [website](https://www.asafeworldforwomen.org/) of The Safeworld International Foundation, an independent NGO that worked with grassroots organisations and promoted the rights of women and children. The Safe World for Women website aims to connect women and women’s organisations from different backgrounds and cultures to promote dialogue and collaboration on key issues affecting women and children.

I was also the coordinator for **The Alliance For A Safe World**, a project of The Safeworld International Foundation. This free-to-join alliance was a network and resource centre, aimed to bring together organisations, grassroots groups, academic institutions, and ethical businesses throughout the world.

Digital Content Manager (Brand Bollywood) | VRG Digital Corporation Pvt. Ltd. | May 2015–July 2015

In this full-time position, I was responsible for the final shape of stories that were to be published on BrandBollywood.com (now non-functional). I worked as the desk head and managed a team of three sub-editors, working in close contact with the reporters and guiding the entire team on the language and tone of stories.

\* Created an in-house style sheet for Brand Bollywood website

\* Created a workflow process (from story submission by the reporters to publishing on the website) and a file-naming system to ensure error-free publishing

\* Compiled grammar and editing tests to check the skill levels of the team

\* Developed training programmes for writers and copy editors

\*Liaised between the editorial heads and the web design team during the website- and CMS-design processes

Research Editor | Crimson Interactive Pvt. Ltd.|December 2010–November 2012

During my two-year full-time tenure at [Enago](https://www.enago.com/about-us.htm), the English editing arm of Crimson Interactive, I was one of the two in-house editors working on text related to the humanities and social sciences (education, psychology, literature, history, theology, philosophy, sociology, etc.). I edited academic text that included theses, research papers, and presentations. I also edited non-academic articles, books, and web content.

In addition, I conducted native-checks on English translations of Japanese text provided by Ulatus, Crimson’s arm that works in the field of translation. I also helped the Ulatus team with Hindi translation projects as and when required.

I also worked on copies of the company’s revamped website and wrote press releases.

Content Manager | Rajshri Media Pvt Ltd | February 2010–October 2010

I joined [Rajshri Media](http://www.rajshri.com/) when the company was planning to launch a new website dedicated to kids’ videos. Immediately after joining, I worked closely with the tech team and successfully launched www.rajshrikids.com. At the same time, I managed the content of the company’s flagship portal, www.rajshri.com, and oversaw the content management for its six regional language websites.

I revamped the documentation process at the backend, making the UI more user-friendly, worked on a new CMS that helped improve the coordination between the content and tech teams.

I headed a team of five content writers, managing the workflow and ensuring adherence to timeline and quality standards.

Content Writer/Copy Editor | Digital Media Convergence Ltd | February 2008–April 2009

I worked from my home-office, while commuting to the company’s office once a week. I started as a copy editor for Veria.com, a website catering to health and lifestyle, and was soon added to the core team of MyPopkorn.com, an entertainment website. During my tenure here, I learnt my early lessons in SEO, working with a team of writers and SEO experts. My main responsibility was guiding the writers towards maintaining the in-house style and creating error-free copies.

Editor | Webaroo Technology India Pvt Ltd | December 2005–December 2007

At Webaroo, I started with creating various [‘web packs’](http://www.pcworld.com/article/125349/article.html), covering the fields of travel (Mumbai, Dubai, Seattle, Etosha National Park, etc.) sports (NBA teams), entertainment (from Jennifer Aniston to Tom & Jerry) and lifestyle (birdwatching to pregnancy care). I also performed quality checks on web packs created by other team members.

I soon moved on to writing and editing descriptions of the web packs. When the company launched its next product, SMSgupshup.com (now GupShup India), I created content for various subscription-based SMS groups on pregnancy, bird facts and anagrams among others. The job involved internet research and understanding the scope of mobile content, and working of CMS.

FREELANCE PROJECT MANAGER | Various Clients| June 2017–PRESENT

I provide project management service for translation and translation-review assignments in various Indian languages including Tamil, Telugu, Malayalam, Kannada, Marathi, Gujarati, Punjabi, Oriya, Assamese, Bengali, Bhojpuri, Maithili and Santali. I head a pool of excellent translators who are native speakers of these languages and have good command over English as well. My clients include **The** **World Bank** and **Font & Pixel Media**.

I provided social media management service to Your Canvas Ltd, a human resource company.

I am now planning to expand my service to include book editing and self-publishing management for individual authors and small businesses.

Freelance Hindi Translator and Reviewer| Various Clients| 2000–present

As a bi-directional freelance translator, I work in the English-Hindi language pair as a of Hindi translator, reviewer, editor, and native checker. I have recently started working in Urdu and Sanskrit translation as well.

Currently I am on the panel of Travod International Limited (UK), Translation Station (Russia), Universal Dialog (USA), and Lyric Labs India Pvt. Ltd, and work on various documents, ranging from entrance-exam question papers to government regulatory notices, from survey forms and questionnaires to web content, and from shlokas in Sanskrit to recipes in Urdu.

Following are the other major companies for whom I have freelanced:

**World Monuments Fund**: I worked on English to Hindi translation of text related to the ***Mughal Riverfront Gardens of Agra* project**, providing translation and review for material including texts for a film, interactive kiosks, and display panels.

**Panacea Films Pvt. Ltd.**: I translated text for *Bhagwan Birsa Munda*, a film used as AV material for the soon-to-be-open **Bhagwan Birsa Munda Museum at Ranchi**, India. I also edited the English text for the same project.

**Kaivalya Education Foundation**: I translated questionnaires for students and their teachers and families, which were part of a qualitative study.

**Sheth Publishing House**: I recreated 30 fairy-tales and fables (English-Hindi) for early learners.

**Worldwide Media Ltd.**: During my two-year stint (October 2011–May 2014) as a freelance translator for *Filmfare,* I provided both Hindi to English and English to Hindi translations of interviews and features that appeared in the print magazine as well as its online version. I also translated gossip and news snippets specifically for the website. *Filmfare* is one of India’s leading entertainment magazines**,** with a focus on Bollywood.

**Illumine Knowledge Resources Pvt. Ltd.**: I worked on the English to Hindi translation of ***Who is a Contributor* (Chapters 8–15),** a book that is part of the study material designed, developed and published by the company. I have also translated question papers for various courses. My responsibilities included translating the copy (in MS word), checking it for grammar and punctuation, and proofreading the final copy.

**Desiwalks Tours Pvt. Ltd.:** Desiwalks has created various audio tours, and I have transcreated English scripts of some of these audio tours (Mumbai and Varanasi tours) into Hindi. I have also edited some original Hindi scripts and then translate them into English.

**Ectaco Development Center**: I prepared a Hindi phrasebook and worked on their website localisation.

**Spenta Multimedia**: Translated a travel guidebook, ***YATRA: A Guide to the Holy Pilgrimage of Shri Mata Vaishno Devi Ji*** into Hindi

**IT Nation Magazine:** Provided English to Hindi translations of news snippets and articles concerning the IT sector

**Star Plus India**: Translated Hindi dialogues in English for the New Year special show

My other earlier clients include Crimson Interactive Pvt. Ltd., G-L Pt Ltd., Ambrosia Production, and Cactus Communications.

FREELANCE CONTENT WRITER| VARIOUS CLIENTS| January 2013–November 2019

I was a registered content writer at www.greatcontent.com, an online platform, where I providing SEO content for various client websites. As on October 2015, I have received the following feedback for (Content/Aims) from my various clients:

Beyond expectations (\*\*\*\*\*): 9.09%

Exceeded expectations (\*\*\*\*): 65.91%

Met expectations (\*\*\*): 25.00%

My direct clients include DietPlans101.com, BestGoaHotels.com and JourneyByHeart.com.

Sub-Editor (Hindi) | Magna Graphics | January 2005–December 2005

At my first full-time job, I was a working on two Hindi magazines: *Stardust* and *Health & Nutrition*. Both of these contained material from the original English language volumes, which was translated by an in-house team. I edited the other three translators’ copies and translated some copies as well.

Freelance Copy Editor (Hindi) | Business India Ltd | March 2000–July 2002

I worked as a freelance editor for *Namaskaar*, the in-flight magazine of Air-India, taking care of its entire Hindi section. I worked on all editorial aspects, including ideating, coordinating with writers and designers, and editing and proofreading the copies. I also translated articles by English writers on subjects like travel, sports, art and cinema. Every issue of the magazine featured a bilingual photo-feature, with an original English text and its Hindi translation done by me.

**CEO (Voluntary POSITION) | The Safeworld International Foundation |November 2009–February 2012**

I worked at our virtual office as the CEO, working closely with the trustees and a virtual team of volunteers associated to the cause of the organisation.

**Freelance Content Writer | Various Clients| Jan 2013–2017**

Greatcontent.com: I am a registered content writer at [www.greatcontent.com](http://www.greatcontent.com), an online platform, where I providing SEO content for various client websites. As on November 2016, I have received the following feedback for (Content/Aims) from my various clients:

Beyond expectations: 9.09%

Exceeded expectations: 65.91%

Met expectations: 25.00%

My other clients include DietPlans101.com, (September 2015–Present), BestGoaHotels.com (January-November 2013), and JourneyByHeart.com (June–September 2013).

FREELANCE Script Writer (Television)| Various Clients| January 1996–January 2004

I worked as a dialogue and commentary writer for the following fiction and non-fiction Hindi television shows: *Surabhi*, a cultural magazine on DD 1, Produced by Cinema Vision India; *Lavanya* (21 episodes), a daily soap aired on Zee TV, produced by Moving Picture Company; *Shaheen* (26 episodes), a weekly produced by Arvishi Cine Vision for Sony Entertainment Television; *Agar...*, a two-episode thriller (Part of *Andhkaar*) telecast on DD1, produced by Moving Picture Company; *Agni*, a Daily Soap for DD 1, Produced by Nimbus; *Saugaat*, an Eid-special episode of *Rishtey*, for Zee TV; and *Ratni Bai*, a film for National Literacy Mission of India.

Languages Known

English (native-like proficiency)

Hindi (native proficiency)

Education

M.A. (Museology) | 1994–1996 | National Museum Institute of History of Art, Conservation and Museology, New Delhi

B.A. (English, Ancient Indian History, Sanskrit) | 1991–1993 | Tara Mahila Mahavidyalay, Bahraich (Affiliated to Ram Manohar University, Then Awadh University, Faizabad)

Online Presence

<https://www.linkedin.com/in/Shrutinagar/>

<https://www.facebook.com/ShrutiAtWork/>

<https://twitter.com/shruti>atwork

<http://www.proz.com/profile/50345>

<https://www.upwork.com/o/profiles/users/_~01189acf3a9a1d2b30/>

<http://hubpages.com/@shrutiwrites>

<http://bitespieces.blogspot.in/>