

JAYA RAMCHANDANI

59 Cypresstraat
The Hague 2565 LT, The Netherlands

Email: jayar@siriusinteractive.co.in
Cell: +31 647 604 882

SUMMARY

Science communicator with over seven years of experience in academic editing for ESL authors. Background in author services for journal publication, editor training, translation and editing quality management systems, content management, and website development and strategy. Current and future areas of work include science education, communication, and outreach.

EDUCATION

Pursuing Master of Science, Astronomy and Science Based Business, Leiden University, The Netherlands, 2010-2012

Bachelor of Science, Physics (+Computer Science), St. Xavier's College, Mumbai, India, 2001-2003

PROFESSIONAL EXPERIENCE

Partner, Sirius Interactive – May 2009 to Present

Current activities include

- Science editor for ESL authors, journals, editing companies, and translation agencies
- Quality and training consultant to academic editing companies
- Copywriter for science, technical, and creative websites
- Science editor for Atomium Culture, an NGO working towards the spread of science in Europe
- Copyeditor for the American Geophysical Union and the American Society for Civil Engineers

Universe-in-a-Box Project, Universe Awareness Foundation (EU-UNAWA) – Feb 2012 to Present

A child's early years are widely regarded to be the most important for their development and education. The idea behind EU-UNAWA is to educate children aged 4-10 years (especially those from underprivileged communities) about astronomy, because it embodies a unique combination of scientific and cultural aspects.

Head, Editorial Division, Crimson Interactive Pvt. Ltd. (Enago, Voxtab, and Ulatus), Mumbai, India – January 2006 to May 2009

Founding management team member since inception in December 2005. Established the editorial and translation departments (focused on academic editing) and their processes and procedures, developed a pool of freelance resources, led the editing staff, and provided direction to the future growth of the company.

- Responsible for the definition and launch of the following services: copyediting & substantive editing; Japanese to English & English to Japanese translation; poster presentations; journal selection; instructions to authors check; manuscript submission assistant; pre-submission evaluation
- Designed and wrote the English content for enago.com, www.enago.jp, www.voxtab.jp, and www.ulatus.jp
- Instituted editorial processes, procedures, and style standards for the above services
- Recruited and managed the in-house team of copy and substantive editors, editorial coordinators, quality checkers, and trainers; supervised a team of 25
- Developed a freelance pool of academic editors and translators, and subsequently managed growth of the freelance team to more than 150 professionals
- Produced content and/or directed content development for all training material, ensuring editorial and scientific quality
- Developed the technical documentation of the entire editorial workflow and collaborated with software vendors for automation
- Designed and instituted a quality management system for regular evaluation of staff and handling of client grievances
- Contributed to and attended pitch presentations for corporate clients and service partners

Technical Expert, Cactus Communications Pvt. Ltd (Editage), Mumbai, India – April 2004 to December 2005

- Edited and formatted documents online, ensuring conformity to journal instructions and/or style guide specifications (e.g., CMS, CBE)
- Responsible for assessing, analyzing, and improving the quality of the physical sciences and engineering team
- Established a Wiki system for resource management
- Developed content for training modules, e.g., basic word training, punctuation of equations, and advanced hyphenation

Content Team Member, Remittag Software Pvt. Ltd., Mumbai, India – June to December 2003

- Created and conducted live quizzes for various schools and other organizations across Mumbai
- Developed content for Remittag Quizzers' Group (RQG) and delivered the training sessions to a group of students aged 7-13 years

COURSES AND ASSOCIATIONS

Editorial Freelancers Association, Member. 2009

European Association of Science Editors, Member. 2009

Certificate of German (Levels 1 and 2), Goethe Institut, Mumbai. 2002

PERSONAL

Date of Birth March 21, 1982

Nationality Indian

Languages English (Native), Hindi, German (Elementary)

Interests Photography, Guitar, Poetry, Cycling, Ancient Knowledge (see flavors.me/scratchpost)

Updated on March 16, 2012