

## RUCHA KURTKOTI, MS, ELS

+91-9833420934; [rucha.kurtkoti@gmail.com](mailto:rucha.kurtkoti@gmail.com); [ruchak@siriusinteractive.co.in](mailto:ruchak@siriusinteractive.co.in)

### SUMMARY

Professional science editor and trainer with over 7 years of experience. **Certified by the Board of Editors in Life Sciences (BELS, USA)**. Specialist in non-native academic editing.

### WORK EXPERIENCE

Sirius Interactive (June 2009–present)

Partner

- Lead the medicine and life sciences arm of our editing service
- Edit for a specialist editing service that involves providing comprehensive feedback on writing quality and structure to authors
- Allocate assignments from authors to freelance editors, communicate with authors, and deliver assignments
- Provide editors with intermittent feedback regarding completed assignments and troubleshoot for them
- Recruit and train new editors to edit for different authors
- Create style guides and editing checklists tailored to individual client requirements
- Develop academic writing and editing workshops for academic institutes
- Decide on marketing for clients in new geographies

#### *Achievements*

- Co-developed an automatable quality assurance system to assess editing quality
- Handled monthly editing volumes of over 1 million words for clients from Australia, Taiwan, and China
- Recruited and trained more than 50 freelance editors; ensured high-quality output via systematic reviews
- Formed an editing partnership with the Indian Institute of Technology (IIT)--India's leading technical institute
- Trained 50 PhD candidates from the IIT School of Management in academic writing
- Aided a newly autonomous college in restructuring their science communication course and instructed the faculty in delivering this course

Cactus Communications Pvt. Ltd. (August 2005–May 2009)

Managing Editor, Quality and Training

- Managed quality and training operations at Editage, the editing division of Cactus Communications, comprising 50 freelance editors and 75 in-house editors
- Supervised a team of **9 senior editors and senior trainers**
- Guided decisions on customer complaints and in-house quality issues
- Analyzed quality complaints and determined preventive measures
- Selected candidates for promotion on the basis of quality

#### *Achievements*

- Revamped the quality management system, to tie in quality scores with editor progression
- Revamped the Quality Management System, focusing on the quality check process tied to editor progression

- Led the company's efforts in getting the Quality Management System ISO 9001:2000 certified
- Maintained a defect rate of less than 1% of all submitted jobs
- Ensured an ideal team composition for subject area teams to optimize productivity
- Supported the editing team in a new location, familiarizing the new process manager with current systems

#### Senior Editor and Trainer

- Planned and delivered training for the medicine and life sciences team
- Created editor modules and presentations based on editor level and learning style

#### *Achievements*

- Trained more than **50 editors** (new recruits and experienced editors) in process compliance and editing
- Conceptualized and supported the launch of services such as advanced editing and abstract writing
- Created a style guide and process document for the medicine and life sciences team

#### Process Manager

- Managed workflow operations for the medicine and life sciences team comprising over **15 editors**
- Analyzed trends in productivity and received volume for better capacity management
- Ensured subject-area expertise for as many documents as possible
- Organized team-building activities

#### Editor and Reviewer

- Edited manuscripts to international publication standards
- Formatted manuscripts according to AMA, Chicago, CSE, and ACS styles
- Reviewed the work of junior editors as well as peers
- Recommended training needs to the trainer

Note: Prior to this I worked as a Guest Researcher for 1 year at the National Institute of Virology, Pune, and as a Research Intern for 8 months at Reliance Life Sciences, Mumbai.

#### **EDUCATION**

Master of Science, Microbiology, SIES College, University of Mumbai, May 2004

Bachelor of Science, Microbiology & Biochemistry (Hons.), St. Xavier's College, University of Mumbai, May 2002

Central Board of Secondary Education Exam, Lawrence School, Lovedale, Ooty, May 1997