

# Veena Venkateshwaran, ELS

*Editor | Trainer | Consultant*

## SUMMARY

- Academic editor
- Editorial process consultant
- Writer, web copy and instructional content
- Trainer and quality analyst
- Certified by the Board of Editors in the Life Sciences (BELS)

## EXPERIENCE

Nov 2009-

Present

### **Self-Employed; Editorial Consultant, Sirius Interactive**

Sirius Interactive is a freelance editorial group offering editorial services to editing companies, translation agencies and ESL authors from around the world.

#### *Managing Editor*

Recruited and managed a team of freelance editors for a large Australia-based client (processed about one million words a month)

- Client communication on job expectations
- Daily allocation of assignments to freelance editors
- Quality check on all assignments before delivery
- Periodic editor assessment and feedback
- Co-developed a quality system in line with client expectations

#### *Freelance Academic Editor*

Edited and formatted documents online, ensuring conformity to journal instructions and/or style guide specifications

- Tele-commute editor with Scribendi (Customer Rating: 4.86/5)
- Editor for premium-editing assignments with Cactus Communications
- Editor for academic manuscripts with AptaraCorp, Delhi

#### *Writing/Editing Projects*

- **Sep 2010:** Developmental editor of 'Softer Side of Engineering' – a pre-employment soft skills guide for software engineering aspirants
- **June 2010:** Web copy writer for New Colors, an educational center in Pondicherry ([www.newcolors.org](http://www.newcolors.org))
- **Dec 2009:** Web copy writer for Enago, editorial division of Crimson Interactive ([www.enago.com](http://www.enago.com))

Jun 2009

-Nov 2009

### **Knowledgeworks Global Pvt. Ltd., Mumbai**

A wholly-owned subsidiary of Cadmus Communications, USA, KGL is a provider of content-based services to leading STM publishers worldwide

#### *Assistant Manager, Copyediting*

- Managed a team of 20 copyeditors working on over 40 academic journal titles published by Elsevier and Lippincott Williams & Wilkins

- In-charge of allocation, tracking, and daily production of over 400 copyedited pages by a
- Supervised editorial quality and shared feedback with individual editors

2003-2009

**Cactus Communications Pvt. Ltd., Mumbai**

A language solutions company providing English editing and education services to South East Asian researchers and students, and English language training to working professionals in India

2007-2009

***Quality and Training Specialist***

- Co-conceptualized the in-house quality monitoring system for editing and editors: a system that rewards excellence in performance and highlights developmental areas for editors
- Trained and groomed senior editors for their role as quality checkers
- Designed and conducted calibration sessions for quality checkers to ensure consistency in error recognition
- Conducted personalized training and error-based training to improve editor quality scores
- Designed and delivered monthly training for editors to improve on-the-job performance

2005-2007

***English Expert***

- Conceptualized, wrote, and designed English languages courses for editors, English instructors, and working professionals (e.g., Technical Accuracy, Dos and Don'ts of Editing, Essential English and English for HR Professionals)
- Editorial consultant to a team of 30 editors, resolving client questions and complaints.
- Project manager (Integration) for *English for HR Professionals*--a communications course for HR professionals
- Developed and designed a detailed course on article usage in the English language. Parts of this course have been converted into an e-book for sale to non-native authors
- Created several modules that are part of the Basic Editor Training program aimed at training editors

2004- 2005

***Process Manager***

- Served as the one-point contact between the operations and client servicing teams
- Responsible for the timely delivery of over 50 assignments per week
- Maintained work flow schedules for over 20 editors
- Determined team capacity, and updated allocation spreadsheets to ensure accuracy of information
- Coordinated with the Editing Head on leave approval, recruitment targets, etc.

2003- 2004

***Copyeditor and Reviewer***

- Edited academic manuscripts to ensure an error-free text and achieve international standards of publication
- Edited and formatted manuscripts in line with journal instructions and/or style guide specifications (familiar with styles such as APA, Chicago, etc.)
- Handled a variety of subject areas and document types ranging from PhD theses to résumés and poetry to literary criticism
- Reviewed all such documents for other copyeditors
- Mentored and provided ongoing feedback to other copyeditors

## **EDUCATION**

**2000–2003** Bachelor of Mass Media (majored in advertising) from KC College, Mumbai  
**1998–2000** HSC in Commerce from NM College, Mumbai  
**1988–1998** SSC from St. Thomas Academy, Mumbai

## **PERSONAL DETAILS**

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**Date of birth:** 26 March 1982

**References and testimonials available on request**

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