**Sudha Rai**

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**OBJECTIVE**

Looking for a career opportunity in copy editing, where I can apply my learning to the best and enhance my knowledge and skills based on working experience. I want to achieve professional satisfaction, career progression and personal development by working in a learning environment that encourages growth and enriches my experience.

**ACADEMIC DETAILS**

* **M.Sc.** in *Bio-technology* from *North-Eastern Hill University*, Shillong, with 71.3% (2011).
* **B.Sc.** in *Bio-technology* from *North-Eastern Hill University*, Shillong, with 66.7% (2009).
* **Higher Secondary (10+2)** in *Science* from *KV NEHU* Shillong, CBSE, with 60% (2006).
* **Matriculation** from *St. Paul’s Higher Secondary School*, Aizawl, Mizoram Board of School Education (MBSE), with 67% (2004).

**COMPUTER SKILLS**

**Working environment:** Windows XP and Vista, MS Excel, Office 2007, 2010

 **EXPERIENCE**

* **5 years of experience** as **Copy Editor** at Macmillan Services Pvt. Ltd., Bangalore (Jan 2012 to Dec 2016).
* Performed extensive copyediting of **Science and Technology journals of Elsevier publishers**. Also worked on major reference work for science encyclopedias.
* Recently **working as Senior Executive Content development** with Meta-i Technologies, Bangalore (Jan 2017 to present).
* Editing journals and articles for better readability, consistency and rectifying grammatical errors.
* Adapting the styles of editing (**grammar, language, rephrasing and construction**) according to the nativity of the journal or article.
* Styles: All stages of styles & re-writing of sentences.
* Specialized in Styles: **Name-date style**, **Vancouver Style, Embellished Vancouver style, American Psychological Association** and **American Medical Association**.
* Journals Handled:- Science Journals (including Communication, Political, Educational, Environmental, Resources, Health, **Medical Sciences, Science and Technology**)
* **Sensitive Journals Handled**: Journal of Contextual Behavioral Science, Journal of Respiratory Investigation, Journal of Pharmaceutics*,* Journal of Quantitative Spectroscopy, Journal of Membrane Science, etc.
* **PXE Journals**: - Results in Immunology, Results in Redox Biology, Results in Pharmaceutical Sciences.
* **DigiEdit**: Lemans workflow
* **Basic technical editing**
* Quality check of the final article for final publishing in scientific and medical periodical journals and proof reading.
* Checking content and reframing sentences.
* Software Knowledge: Word Edit Pro, PXE, DigiEdit, WEP+

**MAJOR PROJECTS**:

**M.Sc. Project:** “Characterization and identification of Biofilm and their Development, NEHU, Shillong”. Paper Publication Number - LAM-2011-1649.

**B.Sc. Project**: Asymbiotic germination of Orchid Plants for their conservation, NEHU, Shillong.

**SEMINARS**

* Asymbiotic Germination of orchid plants.
* Mode and Action of Antibiotic Drugs.
* Metagenomics in Biofilm Characterization.
* National Seminar on toxicity of chemicals and their hazards with special reference to heavy metal.

**AREA OF INTEREST**

Science, Technology, Life style, Social media

**CO-CURRICULAR ACTIVITIES**

* Actively participated in various activities at school level: Quiz, Dance, dramas, group songs, sports, scouts and guides, and National Cadet Corps (NCC).
* At College level: Member of anti-ragging committee.
* At College level: Member of Student’s Union.
* At School level: House Captain.

**DECLARATION**

I hereby declare that all the information provided above is true to the best of my knowledge and nothing has been concealed.

 **Sudha Rai**