



CONTACT

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SKILLS

- Copyediting on Microsoft Word/Google Docs
- Proofreading PDFs
- Formatting/page layout on Word
- US/UK English spellings
- Chicago, MLA, APA Styles
- Effective communication
- Attention to details
- Punctuality
- Adaptability
- Creativity
- Teamwork
- Organisation

ASSOCIATIONS

- Indian Copyeditors Forum (ICF)
- ACES: The Society For Editing
- Editors Tea Club

SHRUTI SINHA

FREELANCE EDITOR, PROOFREADER
OWNER, **THE GREEN PENCIL EDITORIAL SERVICES**

SUMMARY

Keen, efficient English editor and proofreader with versatile editing experience. Founder of The Green Pencil Editorial Services. Passionate about fiction, especially children's. Goal-oriented, dependable, friendly individual dedicated to helping indie authors and delivering what's needed on time, every time.

WORK EXPERIENCE

- **Communications Consultant** 03/2024 - Present
Study Hall Educational Foundation (SHEF)
Website content creation, drafting, editing and proofing press releases, social media management
- **Founder, Freelance Editor & Proofreader** 02/2024 - Present
The Green Pencil Editorial Services
Providing freelance copyediting and proofreading services to individual authors and publishers
- **English Teaching Consultant** 12/2023 - Present
Study Hall Educational Foundation (SHEF)
Teaching at Prerna (SHEF's unit for underprivileged students) through the English Access Program
- **Copyediting and Proofreading Intern** 08/2023 - 11/2023
EBC Publishing Pvt. Ltd.
Copyediting and proofreading academic books on law, using a mix of the Chicago Manual of Style and the house style

SOFTWARE

- Microsoft Word
- Microsoft PowerPoint
- Google Docs
- Adobe Acrobat
- Canva

INTERESTS

- Children's literature
- Graphic design
- Music: vocals & guitar

LANGUAGES

- English: Advanced Proficiency
- Hindi: Advanced Proficiency
- French: Beginner Proficiency

REFERENCES

- Dr Manish Kumar Gaurav
Assistant Professor,
EFLU
+91 88749 66396
manishkumargaurav
@efluniversity.ac.in
- Chaitali Bose
Deputy Manager,
EBC Publishing
+91 90050 90993
chaitali.bose@ebcpublishing.in
- Zarine García
Director, Youth Leadership
Development, SHEF
+91 91682 16551
zarine@studyhallfoundation.org

• Editorial Intern	08/2021 - 11/2021
BlueRose Publishers Pvt. Ltd.	
Copyediting, structural editing, content editing, editorial assessment of manuscripts across various genres and forms (poetry, scientific texts, fiction and non-fiction)	
• Guitar Instructor	07/2021 - 07/2021
WhiteHat Jr	
Offering demo guitar teaching classes for children	
• Content Writing Intern	05/2019 - 06/2019
WrytIn	
Creating short-form content on a range of topics	
■ Intern	05/2017 - 06/2017
Times of India	
Writing newspaper reports and brief feature articles	

FREELANCE EDITING PROJECTS

• Literary Fiction Novel	12/2023 - 02/2024
Copyediting, Line editing, Proofreading, Structural Editing, Revising Query Letter	
■ Research Paper on Demographics of Crime	05/2022
Copyediting	

VOLUNTEER EXPERIENCE

• Chief Editor	2019 - 20, 2022 - 23
Musepad, digital student magazine of EFLU Lucknow	
• Content Writer	06/2021 - 06/2022
Girl Up Heron	
■ Audiobook Narrator	12/2023 - Present
LibriVox	

TRAINING

- **ACES Virtual Conference** 08/2024
- **ACES Academy Webcasts** 2024
 - Microsoft Word as an Editor's Everyday Tool
 - Managing and Interacting with Your Editing Clients
- **Grammarist** 11/2023 - Present
 - Breakthrough Copyediting and Proofreading
- **LinkedIn Learning** 2023
 - Advanced Grammar
 - Writing with Proper Punctuation
 - Editing and Proofreading Made Simple
 - Editing Mastery: How to Edit Writing to Perfection
 - Grammar Girl's Quick and Dirty Tips for Better Writing
 - InDesign 2023 Essential Training
 - WordPress Essential Training
 - Publisher Essential Training (Microsoft 365)
 - Word Essential Training (Microsoft 365)
 - Word: Formatting and Styles in Depth (365/2019)
 - Word: Templates in Depth (365/2019)
 - Marketing Strategy: SEO Content Writing
- **Internshala** 02/2020 - 03/2020
 - Creative Writing Training

EDUCATION

- **Post Graduate Diploma in Book Publishing** 07/2021 - 06/2024
Indira Gandhi National Open University (IGNOU)
- **Master of Arts in English** 10/2021 - 06/2023
The English and Foreign Languages University (EFLU)
- **Bachelor of Arts (Honours) in English** 08/2018 - 06/2021
The English and Foreign Languages University (EFLU)