



# SHRUTI SINHA

FREELANCE EDITOR, PROOFREADER

OWNER, **THE GREEN PENCIL EDITORIAL SERVICES**

## CONTACT

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🌐 [www.thegreenpencil edits.com](http://www.thegreenpencil edits.com)

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✉️ shruti@  
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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

## 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** 05/2022  
**Demographics of Crime**  
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

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- **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

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- **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)**