



SHRUTI SINHA

FREELANCE EDITOR, PROOFREADER

OWNER, **THE GREEN PENCIL EDITORIAL SERVICES**

CONTACT

☎ +91 8765186287

🌐 www.thegreenpencil edits.com

in linkedin.com/in/shruti-s-052b75111

✉ shruti@
thegreenpencil edits.com

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
- Organisation

ASSOCIATIONS

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

SUMMARY

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

WORK EXPERIENCE

- **Freelance Proofreader** 08/2025 - Present
Rupa Publications India Pvt. Ltd.
Working on fiction and non-fiction books as an editorial proofreader
- **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 - 02/2024
Study Hall Educational Foundation (SHEF)
Teaching at Prerna (SHEF's unit for underprivileged students) through the English Access Program

SOFTWARE

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

INTERESTS

- Children's literature
- Music (vocals & guitar)
- Audiobook narration
- Graphic design

LANGUAGES

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

REFERENCES

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

- **Copyediting and Proofreading Intern** 08/2023 - 11/2023
EBC Publishing Pvt. Ltd.
Working on academic books on law, using a mix of the Chicago Manual of Style and the house style
- **Editorial Intern** 08/2021 - 11/2021
BlueRose Publishers Pvt. Ltd.
Copyediting, structural editing, content editing, editorial assessment of manuscripts across genres and forms (poetry, scientific texts, fiction and non-fiction)
- **Content Writing Intern** 05/2019 - 06/2019
Wrytl
Creating short-form content on a range of topics
- **Student Intern** 05/2017 - 06/2017
Times of India
Writing newspaper reports and brief feature articles

SELECT INDIVIDUAL CLIENT PROJECTS

- **Non-fiction Book** 08/2025
Editorial and production proofreading
- **Romantic Fiction Novel** 05/2025 - 09/2025
Substantive, line and copy editing
- **Technical Policy Report** 04/2025
Copyediting
- **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

TRAINING

- **Art of Copyediting** 06/2025 - Present
 - Essentials of Written English
 - Sentence Patterns 1: The Restrictive–Nonrestrictive Conundrum
 - Sentence Patterns 2: The Number of Subjects and the Number of Associated Actions
 - Sentence Component Analysis and Identification
- **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 - 12/2023
 - 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)**