

V. NIVEDHA

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Chennai, Tamilnadu

CAREER OBJECTIVE

A M.Sc biotechnology graduate passionate about e-publishing with proven ability to edit and optimize the content to enhance readers' understanding. Seeking a content writer fresher role or as a copy editor to support digital publishing workflow and to create accurate and engaging content to bridge the gap between science and communication.

EDUCATION

Diploma in Montessori Training (2½ to 6 years)

Indian Montessori Training Centre | August 2020 to October 2021

M.Sc. Biotechnology

K.R.M.M. College of Arts & Science, Chennai (Madras University) | Nov 2011 | 70%

B.Sc. Plant Biology & Plant Biotechnology

Justice Basheer Ahmed Sayeed College for Women (Madras University) | April 2009 | 78.5%

HSC (12th Grade) | Jaigopal Garodia Hindu Vidyalaya, Chennai | March 2006 | 73.5%

SSLC (10th Grade) | Kendriya Vidyalaya, Chennai | March 2004 | 65.5%

INTERNSHIPS & TRAINING

HR Intern, Tareeqa Global Solutions (in progress)

Content Writer Intern, Prayan Foundation (NGO) (in progress)

CORE SKILLS

- **Copy Editing & Proofreading** (STM, academic, technical)
 - **Style Compliance:** APA, AMA and CMS (Harvard and Vancouver styles)
 - **Plagiarism Detection & Fact checking**
 - **Multilingual Content Translation** (Japanese, German, Korean to English)
 - **MS Word Track Changes**
 - **Content Quality Assurance**
 - **Research Methodologies & Abstract Framing**
 - **Language Editing:** Simple to Medium level
 - **Indexing for books:** Entry level
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PROFESSIONAL EXPERIENCE

Copy Editor

Newgen Knowledge Works Pvt. Ltd., Chennai | Jan 2017 to Jul 2018

- Edited STM journal manuscripts and Peter Lang books; applied APA, AMA, CMS guidelines.
- Conducted plagiarism checks, fact checking, style sheet creation.
- Utilized Microsoft Word Track Changes for accurate revisions.

Copy Editor

Scope e-Knowledge Center Pvt. Ltd., Chennai | Feb 2015 to Dec 2016

- Edited medical content; translated and edited chemical project documents (Japanese, German, Korean).
- Edited patent contents, pilot study documentation, and research protocol abstracts.

Copy Editor

Academic Consulting & Editorial Services (World Scientific subsidiary), Chennai | April 2013 to Nov 2014

- Edited journals in physics, biology, social sciences following style guidelines.
 - Ensured accuracy in grammar, tone, word count, and factual data.
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LANGUAGES

- English (Fluent)
 - Tamil (Fluent)
 - Hindi & Sanskrit (Readable/Writable)
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PERSONAL INFORMATION

Father's Name: K. Venkatanarayanan

Date of Birth: 07 Jun 1989


Address: New No. 16, Old No. 20, Brindhavan Extension, First Cross Street, West Mambalam, Chennai-600033

Hobbies & Interests:

- Interested to read industry related articles and updates through social platforms.
 - Reading and literary exploration through newspapers and blog articles to enhance about grammar sensitivity, attention to detail and cultural literacy.
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DECLARATION:

I hereby declare that the above information is true to the best of my knowledge. If given an opportunity, I assure you of my dedication and commitment to my work.

 **Date:** 22.06.2025

V. NIVEDHA