

## **Pavithra R**

Copy Editor

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### **Career Objective:**

To enhance my professional skills in a dynamic workplace to achieve organizational as well as personal goals.

### **Profile Summary:**

A copy editor with six years of experience in editing books and articles of journals from renowned publishers, such as Cambridge University Press, Anthem Press, Taylor & Francis, Dove Medical Press, and Institute of Physics Publishing.

### **Work Experiences:**

**Senior Associate Research, Sutherland Global Services, Chennai October 2022–to date**

#### ***Roles and Responsibilities***

- Developing troubleshooting content by following editorial guidelines using DITA and Oxygen XML for products available on a prominent e-commerce website.
- Conducting User Acceptance Testing (UAT) for client-developed tools, AI models, and LLMs to assess their effectiveness in improving productivity.
- Proofreading, editing, and publishing documents for clients' internal agents on their tools using DITA and Oxygen XML.
- Managing a project on eligibility checks while actively shaping and streamlining the process.
- Mentoring and training new hires, resulting in stronger staff development and increased productivity.
- Creating SOPs for diverse tasks within the process, along with training plans and KPIs for the team.
- Sending quality check reports and conducting feedback calls for the team to drive continuous improvement.
- Directing and delegating tasks to teams while developing project schedules, resource requirements, and timelines to maintain productivity on goals and objectives.

**Copy Editor, Lumina Datamatics Limited, Puducherry  
2022**

**December 2021–October**

***Roles and Responsibilities***

- Performing complete copyediting for the books of Cambridge University Press and Anthem Press.
- Proofreading books for spelling, grammar, punctuation, and consistency.
- Performing quality assurance checks of published content and worked to integrate efficiency improvement concepts.
- Analysing the book before editing and sharing initial queries with the project manager.
- Analysing the feedback points shared by the client during sample copyediting and providing root cause analysis to the feedback points.

**Copy Editor, Integra Software Services, Puducherry  
2021**

**June 2019–December**

***Roles and Responsibilities***

- Performing complete copyediting for the articles of Taylor & Francis, Dove Medical Press, and De Gruyter.
- Contextualized copyediting with the help of the NLP program that was created in-house for Taylor & Francis and Dove Medical Press.
- Style editing IOP Publishing articles in line with the requirements provided by the customer.

**Technical Skills:**

- Front end: HTML
- Back end: SQL

**Achievements:**

- Recognized as “Best Performer” and awarded the Avante Garde Award for outstanding contribution in process improvement and quality delivery.
- Contributed to 3 AI training projects, including ChatGPT and Claude, supporting data quality and helping drive a 12% increase in company revenue.
- Led QA for a 50-member team, reducing error rates by 25% and improving quality scores by 18% in 6 months.