



SEEMA VERMA

Assistant Managerial Editor

➤ OBJECTIVE

Seeking for a challenging position in a dynamic organization where I can utilize my knowledge and experience to a larger extent for organizational development and my career growth.

• WORK EXPERIENCE

REDELVE International Publications. [Assistant Managerial Editor(Full time)]
January 21–till

Currently working on an internship.

- Assistant Managerial Editor (AME) is responsible for communicating and building relationships with renowned scientists through the mail and other modes of communication.
- Regular duties of the AME includes checking respective Journal email correspondence, Journal web pages and providing immediate response based on the requirement.
- Responsible to follow the activities of the Editorial Board members and assist them in assigning reviewers for received submissions as on need.
- Manage journal's social media accounts (LinkedIn, Twitter, Facebook, etc.).
- Editing and proofreading of manuscripts at the production stage.
- Managing uniformity in Issue releases, campaigning to promote the journal, collecting relevant data, and developing a database of Editors, reviewers, and authors is a part of the regular duty of an Editorial Assistant.
- Maintaining regular communication with the Team leaders regarding due dates, Issue release dates, or any other important task assigned.
- Completing supporting tasks assigned by the management within the provided time.
- Promoting Journals in various Social Networking platforms and proposing novel ideas for journal improvement.

Pinnacle Connect LLP. [Editorial team (Part time)]

April –till

- Assisting with editorial work assignments for both magazines & Social Media.
- Provide editorial and research support to BLOGS/articles on various niches like technology, traveling, lifestyles, brands, etc, and developing creative writing skills.
- Support development of projects' scope, objectives, and budget.
- Maintain & update project/event details, update & track deliverables, meet timelines.

PROFILE

- Having 3+ years of experience in the publishing industry in an editorial position.
- Collect, evaluate, check and complete all information of the R&D work process.
- Planning, reviewing, and supervising manuscripts to achieve publishing targets on time.
- Managing floor inventory through setting up quality and quantity limits based on publishing needs research houses.
- Make a balance between Editors and authors as per requirement.
- Ensuring proper process control and continuous improvement in the review & publishing process.
- Checking the revised manuscripts, manuscript review and editing, and record keeping.
- Providing supports to journals e.g. email template writing.
- Maintain quality standards set by the journal.
- Support authors in scouting for and developing new concepts if needed in their articles.
- Maintaining the continuous flow of the manuscripts without any delay right from submission to the galley proof generation should be completed with the utmost consideration.
- Keep a track of publications and the reach gained, evaluate results, provide suggestions, of course,

corrections and build the same into new plans made.

- Also, ascertain individual program/partners/funder needs and be able to integrate these into larger plans of the team and execute the same.
- Develop and edit manuscripts provided by authors.
- Publish papers after all processing stages.
- Meet deadlines.

CONTACT

PHONE:

[+919971316696](tel:+919971316696)

EMAIL:

Vermaseema223@gmail.com

LINKEDIN:

<https://www.linkedin.com/in/seema-verma-43936b96/>

Public link to share Smart Profile

<https://my.smartrecruiters.com/public/profiles/seema.verma?lang=en>

Training

- Undergone six weeks of industrial training Bharat Electronics Limited, India.
- Undergone four weeks of industrial training at DUCAT Ghaziabad.

PERSONAL DETAILS

Name: Seema Verma

Father's Name: R.K Verma

Date of Birth: 10th April 1990

Sex: Female

Marital Status: Unmarried

Nationality: Indian

Address: 16 avenue gaur city 2 no, Gautam Buddha Nagar, Gautam Buddha Nagar, Uttar Pradesh, 201009 (INDIA).

CELNET. Gautam Buddh Nagar

[Commissioning Editor (full Time)]

Nov. 2019–Dec. 2020-1+yr

- Ability to research, identify, and utilize the trending factor.
- Proofread research, review papers from authors.
- Suggest correction, the improvement required in manuscripts.
- Make a balance between Editors and authors as per requirement.
- Edited manuscripts and review submissions.
- Publish papers after all processing stages.
- Managed 16 Electrical National and International Journals.
- Know tricks on how to take manuscripts from new authors for publication.

Mansa STM Publishers.

[Editorial Assistant cum content writer (Full time)]

June.2017–Sept.2019-2+yrs

- Providing complete editorial supports to the journals including sending articles to editors and reviewers, collecting reviewer's comments, and sending them to authors.
- Checking the revised manuscripts, manuscript review and editing, and record keeping.
- Checking all the emails daily, communicating with the authors, reviewers, and editors.
- Providing support, resolving the queries, and following them.
- Help in editing, proofreading, etc.
- Providing supports to journals e.g. email template writing.
- R&D to starting new journals and complete their set-up. Suggesting new ventures/journals/ websites related field.
- Complete management of the existing websites and journals including applying for the indexing, its promotion, and troubleshooting.
- Manage journal's social media accounts (LinkedIn, Twitter, Facebook, etc.).

United Innovators (UI). Chennai, Tamil Nadu

Joint Supervisor (Part-Time),

2019–till

- Monitor the use of data files and regulate access to safeguard information in computer files.
- Write papers for the company as per the client's requirement. Help in reducing plagiarism from documents.
- Editing work for manuscripts.
- Formatting work for Manuscripts.
- Proofreading.

• EDUCATION

SDGEC college, Ghaziabad, U.P, India

Bachelor of Technology

Electronics and communication.

Sept 2009 – June 2013

First-class passed.

CSHP Public School, Ghaziabad, U.P, India,

High school -Senior secondary

2006-2009

Passed both with first-class grades.

- **SKILLS**

- MS-OFFICE
- EXCEL
- POWERPOINT
- WORD
- OUTLOOK
- WORDPRESS
- SOCIAL MEDIA
- SPSS SOFTWARE

DECLARATION

Hereby I declare that all the information shared in this resume is up to mark and I am looking forward to being associated with your esteemed organization.

I am assuring you if assigned a chance, will do the best of mine for the upliftment of the organization & never leave a stone unturned in my job profile expectations.

Seema Verma