

KARKHILE SNEHAL

Proofreader/Copyeditor

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Summary

Experienced Content Editor with a proven track record in researching, writing, and editing web content. Proficient in SEO optimization, material management, and collaboration with cross-functional teams. Demonstrates a strong attention to detail and expertise in proofreading

Skills

Research Writing • Proficient in AMA style • SEO Optimization • Quality Control • Editing Adobe In Copy• APA Style

Project Management Tools • Adobe Acrobat • Standard Operating Procedures• Microsoft Office Suite• Chicago Manual Style

Experience

5 YEARS OF COPYEDITING / PROOFREADING EXPERIENCE

Oswaal Books

Copy editor /Proofreader

2023

- Edited diverse materials, including **UPSC-level study guides, novels, and academic textbooks.**
- Ensured consistency, grammar correctness, and adherence to **Chicago style guidelines.**Improved readability, flow, and coherence while preserving the author's voice.
- Collaborated with authors, designers, and publishing teams to meet project deadlines.
- Developed a deep understanding of various subjects, tailoring edits to specify content requirements.

Datagain Inc,

Proofreader

01/2021 - 11/2021

- Crafted compelling headlines, blurbs, captions, and social media posts with a focus on SEO optimization.
- Collaborated with the production team to ensure high-quality web and print content
- Reviewed website articles and print stories as part of the quality control process.
- Assisted in website production by posting articles, adding author bios, captions, sidebars, and pull quotes.
- Worked with digital and print technologies, including Adobe InCopy, to ensure the final presentation of content.
- Maintained up-to-date knowledge of SEO practices and utilized them to drive readership.

Freelance Copy Editor

Location

- Proofread and edited a variety of documents, including advertising and public relations materials, academic papers, and business reports
- Ensured consistency and flow of documents in line with domain and client requirements.
- Collaborated with designers, copywriters, and project managers to resolve any problems and ensure content was consistent, accurate, and effective.

Education

Savitribai Phule University

BA LL.B

2023