

Swati Chhattar

CONTACT INFORMATION

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Nationality: Indian



OBJECTIVE

To leverage my expertise in editing and proofreading scientific, academic, and medical manuscripts, along with my strong skills in client communication, project management, and quality assurance, to contribute to a dynamic organization. I aim to support researchers and professionals by ensuring their documents are polished, compliant with guidelines, and publication-ready, while also mentoring new editors and enhancing the overall editorial process.

EXPERIENCE

Bhubaneswar, Odisha
Apr 2022 - Jul 2024

Editor
Reseapro Scientific Services Pvt Ltd

- Edit and proofread various documents including: Scientific, academic, and medical manuscripts, Research proposals, Business proposals, Promotional materials, Other types of documents
- Communicate with clients via email and phone
- Conduct manuscript analysis and suggest appropriate journals for faster publication
- Format manuscripts according to journal guidelines
- Submit manuscripts to journals
- Assist clients post-submission with: Framing responses to reviewers' letters; Polishing manuscripts as per the reviewers' comments
- Assist clients post-acceptance with: Galley proof review, Payment process
- Have published over 20 manuscripts in Scopus, PubMed, and Web of Science Indexed Journals on the behalf of clients
- Conduct and deliver webinars
- Write review papers
- Train new editors

Bhubaneswar, Odisha
Jul 2019 - Oct 2020

Program Associate - BIG (Biotechnology Ignition Grant)
KIIT Technology Business Incubator

- Managed the Biotechnology Innovation Grant (BIG) (a start-up funding program of BIRAC, DBT, Govt of India of up to 50 lakhs for prototype development)
- Managed day to day activities and coordinate to ensure efficient and timely execution of the program activities
- Worked with finance and legal to get all agreements and fund disbursement timely for the program
- Conducted due diligence of BIG Grantees
- Assisted in organization of entrepreneurial and incubator related workshops, conferences and platform meetings.
- Helped to manage budget for special and routine events under guidance of manager.
- Conducted webinars

EDUCATION

Bhubaneswar, Odisha
2017 - 2019

Master of Science
KIIT School of Biotechnology

Board: KIIT DU
CGPA: 7.60

Bhubaneswar, Odisha
2012 - 2015

Bachelor of Science
Utkal University

Board: Utkal University
Percentage: 55.11%

Bhubaneswar, Odisha
- 2012

Class XII Science
R. D. Womens Junior College

Board: CHSE
Percentage: 50.12%

Balangir, Odisha
- 2010

Matriculation
Little Flower School

Board: ICSE
Percentage: 75.28%

LANGUAGES

- English**
Advanced
- Hindi**
Advanced
- Odia**
Advanced

SKILLS

- Excellent communication skills**
- Email communication**
- Project management**
- Proofreading**
- Journal Selection, Formatting and Submission**
- Leadership experience**
- Time management**
- Editing scientific manuscripts**
- Training**
- Quality Check**

HONORS & AWARDS

Awarded "The Standout Performer" for exceptional contributions and performance in my current job role.

PERSONAL INFORMATION

DOB: 07.14.1994
Gender: Female
Marital Status: Unmarried
Nationality: Indian
Religion: Hindu

HOBBIES

- Reading
- Writing
- Research
- Mentorship
- Travelling

DECLARATION

I hereby confirm that all the information present are true to the best of my knowledge.