

Zeena Perween

Linguist

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Professional Overview

Thank you for considering my application for the position of copyeditor/proofreader. I am a linguist, and I have studied the English language scientifically. I have been working on all four language skills. With a B.A. and M.A. in English and years of experience teaching English grammar, I have developed a strong foundation in language, precision, and communication. My passion for literature, particularly in English and Urdu, has shaped my love for words and the art of writing, motivating me to pursue a career where I can contribute meaningfully to the publishing world.

I have served as a Copyeditor at Cordova Publications, contributing to the refinement and accuracy of published materials through meticulous editing and attention to detail.

Through teaching and personal writing projects, I have honed skills in grammar, proofreading, and attention to detail. These experiences have cultivated my ability to work accurately, clearly, and creatively—qualities essential for an editor or proofreader. With valuable knowledge in copyediting and a proven dedication to producing high-quality work, I am confident in my ability to contribute meaningfully to your team.

My professional background has equipped me with the skills to maintain precision and uphold editorial standards, while my enthusiasm for literature and language drives my commitment to excellence. I look forward to leveraging my expertise to support the success of your publications and further refine my skills alongside experienced professionals, ensuring both personal growth and the achievement of organizational goals.

Education

Master of Arts (M.A.) in English

Jamia Millia Islamia, New Delhi

2019-2021

Master of Arts (M.A.) in Linguistics

Aligarh Muslim University, Aligarh

2014-2016

Bachelor of Arts (B.A.)

KSM College

Magadh University, Bodh Gaya

2011-2014

Dissertation

[Research on Phonological Difficulties Faced by EFL/ESL Learners]

2015, (Department of Linguistics), Aligarh

It was collaborative research in the third semester of my Master's degree.

- Conducted extensive research on phonological difficulties by EFL/ESL Learners.
- Designed and implemented comprehensive research methodologies that included surveys, interviews, and classroom observations.
- Analysed data using statistical and qualitative techniques to identify common phonological challenges encountered by learners.
- Acquired valuable skills in data collection, analysis academic writing, and cross-cultural communication skills.

Technical Qualification

DCA and Multilingual DTP

NCPUL (National Council for The Promotion of Urdu Language)

- Completed a one-year **Diploma in Computer Applications and Multilingual Desktop Publishing**

Applications I learned:

1. **Microsoft Office Suite (Word, Excel, PowerPoint)** – For document creation, editing, and formatting.
2. **Adobe InDesign** – For professional layout and design of textbooks and publications.
3. **CorelDRAW** – For creating vector graphics and page layouts.
4. **Photoshop** – For image editing and enhancement.
5. **PageMaker** – For publishing tasks like brochures and small publications.
6. **PDF Tools (Adobe Acrobat Pro)** – For managing, editing, and reviewing PDF documents.

Skill Development

As a dedicated professional in the written world, I am actively enhancing my proficiency in the following applications to strengthen my capabilities as an editor and proofreader:

1. **Grammarly** – To ensure accurate grammar and effective spell-checking.
2. **Hemingway Editor** – For simplifying text and improving readability.
3. **QuarkXPress** – For advanced page layout and publishing.
4. **CAT Tools** (e.g., SDL Trados, MemoQ) – For translation and localization tasks.
5. **Google Docs** – For collaborative editing and cloud-based document management.
6. **LaTeX** – To typeset complex academic and scientific texts when required.

Skills

- **Language Expertise:** Proficient in English and Urdu, deeply understanding linguistic nuances and style.
- **Detail-oriented:** Adept at analyzing and refining written content for clarity, tone, and coherence.
- **Communication:** Excellent written communication skills developed through teaching and academic work (I am working on my verbal communication skills.)
- **Time Management:** Skilled in meeting tight deadlines while maintaining high-quality output.
- **Documentation:** Passionate about organizing and expressing thoughts clearly through writing.
- **Storytelling:** I change the incidents of life into an interesting story in my imagination and later pen down with the flow.
- **Organisational Skill:** I am a gifted one with organizational skills. I never mess up things.

Experience

Worked at Cordova Learning Solutions Pvt. Ltd.

(2023-2024)

Working as a copyeditor at Cordova Learning Solutions Pvt. Ltd. was a rewarding experience that enhanced my skills in proofreading, editing, and maintaining content accuracy. I honed my attention to detail, refined my grammar expertise, and learned to meet deadlines efficiently while collaborating with a dedicated team. This role deepened my passion for creating high-quality educational resources and strengthened my commitment to excellence in publishing.

English Language Tutor

Self Employed (2016-2019)

- Taught English grammar concepts to students of varying levels, ensuring clarity and comprehension.
- Prepared lesson plans that focused on improving written and spoken English.
- Proofread and edited students' assignments and essays, enhancing their grammatical accuracy and writing style.

Graphic Design Skills:

- Highly interested in graphic design with hands-on experience in creating various visual content.
- Designed numerous pamphlets, posters, and promotional videos using Canva for different projects.
- Skilled in combining creativity and technical tools to produce engaging and professional designs.

Certifications

Appreciation Certificate

Recognized for creative writing with an Appreciation Certificate from the "Public Service Films Script Contest" organized by iiMC (Indian Infotainment Media Corporation), Mumbai.

Certificate of Participation

"Seminar-Cum Short Term Course on Semiotics" by the Department of Linguistics, Aligarh Muslim University, Aligarh.

Personal Qualities

- Highly motivated to grow in the publishing industry.
- Genuine passion for language, literature, and written communication.
- Committed to continuous learning and professional development.

Career Objective

To build a thriving career as an Editor, leveraging my linguistic proficiency, meticulous approach, and dedication to producing high-quality content. I am committed to continually enhancing my skills, contributing to impactful publications, and achieving excellence in editing.

Reference

Khateeb Syed Mustafa

Former Chairman (2012-2015)

Department of Linguistics,

AMU, Aligarh

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