

Aditya Mishra

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Profile

Results-driven and detail-oriented Editorial Production Specialist with [2] years of experience in managing editorial workflows, supporting cross-functional teams, and ensuring efficient content production processes. Proficient in project management tools, quality assurance, and data analysis. Adept at training team members, maintaining documentation, and fostering collaboration in international environments. Demonstrated ability to handle diverse editorial projects and deliver high-quality results.

Experience

ASSISTANT MANAGING EDITOR | PULSUS HEALTHTECH LLP **JANUARY 2022 – OCTOBER 2023**

- Collaborate with writers to improve the overall quality of content.
- Collaborated effectively within teams, demonstrating commitment and coordination to achieve project milestones.
- Conduct thorough quality checks on all content to ensure accuracy, consistency, and adherence to editorial standards.
- Independently identified and extracted reliable data sources and information to support project objectives.
- Proof read the submitted manuscript and align the article according to (AMA reference style, APA reference style).
- Review, edit, and proofread written content to ensure clarity, coherence, and adherence to established guidelines.
- Successfully negotiated journal contract renewals and addendums, ensuring compliance and favorable terms.
- Successfully program and QA various editorial projects, including local content and global campaigns, maintaining high-quality standards.

EDITORIAL MANAGER | APTARA TECHBOOK INTERNATIONAL PVT.LTD **NOVEMBER 2023 – PRESENT**

- Develop and implement content strategies that align with the company's overall goals and objectives.
- Coordinate and manage the peer review process for submitted manuscripts, including assigning editors, monitoring timelines, and ensuring adherence to review guidelines.
- Plan and schedule content calendars, including articles, blog posts, social media updates, and other multimedia content.
- Analyze audience insights and feedback to create content that resonates with target audiences and drives engagement.
- Work closely with the SEO team to optimize content for search engines and improve organic visibility.
- Stay updated with industry trends, content best practices, and emerging technologies to continuously improve content strategies and effectiveness.
- Lead a team of writers, editors, and content creators, providing guidance, feedback, and support to ensure high-quality content production.
- Engage with authors, reviewers, and editors to gather feedback and insights for continuous improvement of the peer review experience and publication quality.
- Stay updated with industry trends, content best practices, and emerging technologies to continuously improve content strategies and effectiveness.

Achievements

- An appreciation certificate in recognition of outstanding performance, commitment to excellence, and being the **best employee** for the year 2022

Education

B. Tech in biotechnology (2018-2022)

Project and Certification

- Project entitled “genome and proteome annotation of homosapiens”
- Pursued certificate course in “python” from E & ICT ACADEMY, IIT KANPUR
- At college, I am a member of AEC Media Group
- NCC B Certificate

Skills

- Copy Editing and Pre-Editing
- Publishing Workflow
- Author Management
- Peer Review Process
- XML Conversion
- Content Management System and Basic HTML
- Project Management
- Editorial Production
- Multitasking and Time Management
- Media Relations

Language

- English
- Hindi