



VAISHNAVI KHADAMKAR

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PROFESSIONAL SUMMARY

Proficient Senior Editorial Advisor with 4.8 years of experience in academic publishing at Springer Nature Technologies and Publishing Solutions. Adept in overseeing comprehensive manuscript processes from submission to publication across diverse disciplines. Demonstrated expertise in maintaining editorial standards through rigorous quality checks and efficient manuscript review management by maintaining high standards of accuracy and productivity. Proven ability to foster productive relationships with authors, editors, reviewers, and other stakeholders ensuring seamless workflow operations. Skilled in utilizing Web of Science, Scopus, and PubMed for data management and research. Recognized for enhancing journal quality and operational efficiency while consistently meeting deadlines and exceeding performance metrics.

EXPERIENCE

Springer Nature Technologies and Publishing Solutions

Senior Editorial Advisor | 2024 – Present

- Conducted comprehensive quality checks to maintain high standards across journal publications.
- Identified and engaged suitable editors and reviewers, establishing productive working relationships.
- Coordinated and facilitated manuscript review processes, serving as a primary liaison between authors, editors, reviewers, and internal stakeholders.
- Contributed to a culture of continuous improvement by working to propose ways of improving (or building upon) existing processes, and identifying new ways for the development of the journal workflow
- Achieved a 90% manuscript acceptance rate through strategic assignments and rigorous quality assessments with respect to editorial decisions.
- Maintained a client satisfaction rating of 95% by providing personalized support and resolving author queries promptly

Process Expert for Gels and Blots, Freelancer unresponsive check, EBM Offboarding, Authorship, Duplicate, Ethical criteria | 2023 – Present

- Evaluated manuscript image data to verify quality and integrity, ensuring compliance with editorial standards by detecting any potential alterations.
- Provided timely and critical resolutions to author queries and offered clear guidance and solutions for concerns from teammates regarding editorial policy, ensuring strict adherence to ethical parameters in manuscript evaluation.
- Managed and addressed issues related to duplicate manuscript submissions by identifying duplicate entries across all submission systems and communicating with involved parties.
- Supported authorship change requests, conducting thorough checks for extensive changes and verified the legitimacy of requests, coordinated authors And updated records to reflect accurate of the authorship information.
- Collaborated with freelance editors to streamline publication workflows, enhance efficiency and high-quality output.
- Provided efficient support for Editor off-boarding processes, ensuring continuity and access to relevant systems.
- Maintained accurate EBM data across databases and journal homepages.
- Worked closely with administrative teams such as Journal Editorial Office (JEO) and SNAPP support team to ensure smooth access to relevant systems.

Editorial Advisor | 2022

Project : Managing Editor for Stem Cell Research and Therapy Journal

- Oversaw end-to-end manuscript processing from submission to publication, ensuring compliance with journal requirements.
- Conducted rigorous quality assessments to determine suitability for editor assignment and peer review.
- Collaborated with administrative teams including Journal Editorial Office (JEO) and SNAPP support team to streamline access to relevant systems.
- Reduced manuscript processing time by 50% by implementing efficient workflow optimizations and automation tools.
- Received positive feedback from authors for providing timely and personalized support throughout the manuscript submission and review process.
- Facilitated effective communication among all parties involved in the publication process to support development of the Journal.
- Tracked timelines and turnaround times for manuscript publication.

- Mentored junior editorial advisors, improving team performance and ensuring adherence to editorial standards and timelines.

Junior Editorial Advisor | 2021

- Conducted quality checks (QC) on submitted, amended, and revised manuscripts according to EA guidelines.
- Checked for conflicts of interest between authors, reviewers, and editors to ensure ethical publishing practices.
- Invited and secured Editorial Board Members (EBM) for manuscripts.
- Communicated effectively with authors and editors throughout the publication process.
- Managed minor queries from peers (EAs) and escalated complex issues to team leaders or seniors.
- Tracked and completed assigned tasks within designated timelines.
- Achieved or exceeded set quality and productivity targets.

Peer Review Advisor | 2020

- Expedited manuscript publication timelines through efficient management of editorial processes.
- Collaborated with stakeholders to streamline decision-making and ensured consistency in editorial standards.
- Evaluated peer reviews and made appropriate recommendations or decisions on manuscripts based on their reviews and editorial decisions.
- Provided support and mentored teammates to ensure a seamless flow of process-oriented knowledge.
- Followed precise timelines and delivered services within the turnaround time (TAT) and Service Level Agreements (SLAs).
- Conducted post-acceptance and reproducibility checks for accepted manuscripts and coordinated their transfer to the production team.

Transfer Desk team | October 2019

- Facilitated seamless manuscript transfers between journals to optimize publication outcomes.
- Identified suggested journals relevant to the manuscript using subject matter expertise and in-house tools.
- Reduced time in the process workflow required for manuscripts from finding and suggesting suitable journals to authors' journal of choice.
- Maintained a client retention rate of 90% through proactive communication and effective resolution of author concerns.

AWARDS AND ACKNOWLEDGEMENTS

- Received Star Award Performer in 2021 for maintaining the average TAT of 68 days for processing 124 manuscripts reaching acceptance with accuracy and efficiency by surpassing departmental targets and ensuring timely publication.
- Received Appreciation by collaborating with a teammate in the development of Stem Cell Research and Therapy Journal for maintaining the TAT by enhancing overall quality of the journal through diligent and meticulous work.
- Developed relationships with researchers and collaborated with publishing departments, such as production, to enhance technological interfaces and conduct user acceptance testing.
- Contributed to product improvement by providing constructive feedback to the development team, leading to refinements in product features and functionality based on user feedback.
- Actively participated in user testing for software applications, offering detailed insights on usability, identifying bugs, and proposing enhancements to optimize the overall user experience.

EDUCATION

2019 | Master of Pharmaceutical Chemistry | CGPA: 9.6

2017 | Bachelor of Pharmacy | Percentage: 76.5%

TECHNICAL SKILLS

- Proficient in utilizing Editorial Manager, SNAPP, and Transfer Desk Services to streamline manuscript review processes and enhance publication efficiency.
- Experienced in leveraging Web of Science, Scopus, Google Scholar and PubMed for comprehensive data management and literature research across diverse academic disciplines.

SKILLS

- Editorial management
- Process optimization
- Project management
- Customer service and relationship management
- Leadership and Mentoring

- Communication and collaboration
- Attention to detail
- Ability to multi-task
- Problem-solving skills

LANGUAGE PROFICIENCY

Fluent in English and proficient in technical writing, facilitating clear and concise communication with international authors and stakeholders.