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Borivali West, Mumbai 400103

## TECHNICAL SKILLS

- MS Office
- Adobe Illustrator
- Adobe Photoshop
- Figma

## SOFT SKILLS

- Writing, editing, proofreading, research and fact checking
- Analytical skills and critical thinking
- Strong problem-solving abilities
- Strong listening skills, empathy, and a friendly demeanor

## EDUCATION

### St. Andrew's College, Bandra

2015-2018

B.A. in English Literature

### St. Andrew's College, Bandra

2013-2015

HSC

### St. Aloysius High School

2013

SSC

## PROJECTS

- Background vocals for Ecclesiastes (2014) and Lost and Found (2015)
- Member of the Art Committee for Olio (2015)
- Designed t-shirts for the Students' Council, SAC (2017)
- Published written pieces in Elan Newsletter (2018)
- Created artwork for a campaign by Feminism In India (2020)

# SIMLYN JAGTAP

## Editor

I am a highly motivated Literature graduate with a strong background in writing and designing. With five years of experience in language editing, I possess extensive expertise in academic editing and writing. My avid reading habits and eye for detail enhance my natural editing abilities. My proficiency in various editing techniques and styles allows me to effectively refine and enhance written material, ensuring clarity and coherence. I am passionate about leveraging my skills to contribute effectively to projects and collaborate with teams to achieve organizational goals.

## WORK EXPERIENCE

### ACADEMIC REVIEWER

#### Cactus Communications Pvt. Ltd.

(May 2022–Present)

- Conducting meticulous reviews and edits of content prepared by freelance editors, ensuring adherence to client specifications and stylistic guidelines.
- Performing comprehensive final checks on documents, guaranteeing flawless presentation and alignment with client expectations prior to submission.

### COPY EDITOR

#### Evelyn Learning Systems Pvt. Ltd.

(June 2020–March 2022)

- Led comprehensive copy editing efforts for educational materials, meticulously ensuring accuracy and clarity in textbook guides.
- Conducted rigorous fact-checking to uphold educational standards and enhance the quality of educational content for optimal learning outcomes.

### ASSOCIATE ACADEMIC EDITOR

#### Crimson Interactive Pvt. Ltd.

(February 2019–October 2019)

- Edited academic articles to align with various style guides, ensuring adherence to specific publication standards for peer-reviewed journals.
- Conducted meticulous fact-checking and formatting of manuscripts, enhancing readability and presentation to meet the stringent requirements of esteemed academic publications.