

# SIKHA MOHAPATRA

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<https://scholar.google.com/citations?user=tdih7D8AAAAJ&hl=en>

## ABOUT ME

Experienced scientific editor with proven expertise in journal management, editorial workflow optimization, and stakeholder communication. Skilled in managing manuscript submissions, coordinating peer review processes, and implementing strategic content development initiatives to drive journal growth and visibility. Adept at utilizing editorial management systems while maintaining rigorous quality standards.

## WORK EXPERIENCE

### Associate Editor

2023- Present

#### Manuscriptedit

- Lead and mentor a team of editorial professionals, including training and performance evaluation.
- Oversee the entire publication process from submission to final publication.
- Manage order system to ensure timely delivery of publication services.
- Handle key client accounts, maintaining relationships and resolving issues.
- Implement process improvements to streamline workflows and reduce publication timelines.
- Monitor team performance and report to senior management.
- Ensure consistent quality and adherence to editorial standards across all publications.
- Perform manuscript editing and formatting (APA, AMA, Chicago, Vancouver), plagiarism reduction, and quality control checks
- Create Journal Selection Reports to match manuscripts with appropriate publications based on scope, audience, and impact factor
- Support peer review process by coordinating reviewer assignments and ensuring adherence to timelines.

### Junior Editor

2023-2024

#### Reseapro Journals

- Journal managing and handling (submissions, peer review, and publication) via editorial management system.
- Implement journal growth strategies, including special issues and content acquisition.
- Providing feedback on Landing page
- Coordinate with Editors-in-Chief and Editorial Board for alignment with journal goals.
- Monitor reviewer/editor performance to optimize review efficiency and turnaround times.
- Conduct market research to identify emerging trends and growth opportunities.
- Prepare performance reports on submission rates, acceptance metrics, and timelines.
- Execute email marketing campaigns via MailChimp and MailMerge to boost visibility and submissions.
- Maintain records and update tracking systems (MEM, SharePoint, CRM).

### Project Fellow

Oct 2022- Mar 2023

#### Department Of Veterinary Pathology, College of Veterinary Science & Animal Husbandry, Ouat

- DNA and Plasmid isolation, Restriction digestion, and Ligation, Agarose gel electrophoresis, SDS PAGE, PCR

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## EDUCATION

12th Board St. Xavier's High school	2016
Bsc. Biotechnology Rama Devi Women's University 8.24 GPA	2020
Msc. Biotechnology Rama Devi Women's University 8.7 CGPA	2022

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## SKILLS

- Word and Advance Excel
- Content Research: Trends for content ideas, SEO keywords search, market research
- Document Proofreading
- Strategies, Content analysis, Research for Journal operations
- Cold Email marketing campaign: Mail chimp, mailmeter, mailmerge
- Familiarity with manuscript tracking systems (Editorial Manager, ScholarOne)
- Data extraction (Web harvy): PubMed, Europe PMC, Science direct

## LAB SKILLS

- Molecular biology: DNA and Plasmid isolation, Restriction digestion and Ligation, Agarose gel electrophoresis, SDS PAGE
- PCR
- Biochemistry: Chromatography, pH validation
- Microbiology: Isolation of microorganisms, Enumeration and characterisation of bacteria, Gram's staining

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## PROJECTS

- Bsc. dissertation on 'Study of synergistic effect of (Plant growth promoting Rhizobium) PGPR and (Phosphate Solubilising Bacteria)
- PSB on attenuation of heavy metal toxicity in green gram' in RDWU, Bhubaneswar, Odisha. Msc. dissertation on Molecular cloning and characterization of Nesfatin-1 gene in ICAR CIFA, Koushalyagang, Bhubaneswar, Odisha.

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## TRAINING

- Biostatistics, 2024 (In-house Reseapro)
- Internship on 'Phytochemical Analysis' 1st Aug 2019 - 31st August 2019 APRF, Bhubaneswar, Odisha.

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## PUBLICATION

- Synergistic effect of PGPR and PSB for alleviation of chromium toxicity in Vigna radiata (L.) R. Wilczek seedlings. International Journal of Phytoremediation, 2023, 25(13), 1733-1742. 2. 3. 4.
  - Advances and challenges in zebrafish models of T-cell acute lymphoblastic leukemia, The Journal of Cancer Therapeutics and Immunotherapy, 2023.
  - Nesfatin-1: a novel satiety factor and its molecular cloning applications. Innovation in Molecular Biotechnology, 2023.
  - Phytochemistry of Food Plants of Columba punicea Tickell 1842, JOURNAL OF BIODIVERSITY AND CONSERVATION, 2020, 4 (1)
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