

RICHA SHARMA



HIGHLIGHTS

- Outstanding proficiency in all aspects of Peer review
- Excellent written and verbal communication skill
- Strong Computer skill (MS Word, Excel, Outlook)
- Experienced working with ScholarOne, ReX, Report Generation

PUBLICATIONS

TITLE

"Economic reforms & Micro, Small and Medium scale Industry"

Institute for Technical & Academic Research
International Conference for Researcher
Hyderabad - May 2018

International journal of Science, Engineering & Management - VOL-3 (Issued on 5 May 2018)

TITLE

"Globalisation and its impact on Indian Economy"

International Academy of Science,
Technology, Engineering and Management
International Conference on Economic & Business Management

New York, USA - June 2018

International Journal of Management and Applied Science - VOL- 4 (Issued on 8 August 2018)

Awarded with **Best Paper Award** in Economic Field

PROFILE SUMMARY

- Accuracy-driven Editorial Assistant with 2 years of diversified experience of peer review processes. Performs a variety of writings and editorial duties: Plan, design, writes e-mails, edit and produce scholarly materials.
- Communication and collaborating with clients. Plan, direct and co-ordinate Publishing process.

WORK HISTORY

PEER REVIEW ADMINISTRATOR/EDITORIAL ASSISTANT (JOHN WILEY & SONS)

■ INTEGRA SOFTWARE SERVICES PVT. LTD, CHENNAI, TAMILNADU (MAY 2021 TO CURRENT)

- Assigning Manuscripts
- Completing Production checklist
- Client Communication
- Report Generation
- Communicating with Editor-in Chief, Associate Editors and Editorial Board Members, Authors, reviewers
- Managing various Journals of Medicine and Accounts & Economics

PAST EXPERIENCE

■ Shri Ram Centennial School, Agra, Uttar Pradesh (August 2019 – March 2020)

Assistant Teacher

■ Delhi Public School, Rudrapur (Dec 2016 – Apr 2019)

TGT (Social Science)

- Council in-charge
- Staff Secretary
- Taught Social Sciences to Class VI – VII
- Workshop Co-Ordinator
- Assembly In-charge
- House Master

■ Ryan International School (Apr 2011 – Jan 2013)

Assistant Teacher (Social Science)

- Class teacher
- Council in-charge
- Astronomy club in-charge
- Co-ordinate presentations and demonstrations

■ St. Marks Public School (Nov 2010 – Mar 2011)

Temporary Teacher

- Served as a temporary teacher for a class 4th (Maths, Science), 5th (Social Science, science), VIth, IXth (Social Science).
- Prepared assignments, reviewed and corrected all homework with an emphasis on providing feedback to each student.
- Devised lessons and tutored three children after school who were facing difficulties in achieving their grades.
- Provided a monthly written report to the school board.

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📍 H.No. 56 Shakti Vihar, Rudrapur,
Uttarakhand

EDUCATION

Qualification	Institute	Major	Percentage
Ph. D (2016-21)	Himalayan University, Arunachal Pradesh, India	Economics	Completed
M.A (Applied Eco.) Dec 2010	Dayalbagh Edu. Inst., Agra	Applied Economics	CGPA-7.20
B.Ed. Jun 2009	Dayalbagh Edu. Inst., Agra, India	Economics + English	68.5 Theory 71.6 practical Agg-69.5
P.G.D.B.E. (Bus. Eco.) Jun 2008	Dayalbagh Edu. Inst., Agra, India	Business Economics	60.5%
B.S.Sc. (Eco Hons.) Jun 2007	Dayalbagh Edu. Inst., Agra, India	Economics	64.3%
XIIth Jun 2004	St. Joseph Girls Inter college, Agra, India	Economics +Home Sci + English + Sanskrit	57%
Xth Jun 2002	St. Joseph Girls Inter college, Agra, India	Social Studies + English	61%