CHITRA CHAKRABORTY

Contact No : +91 9687273749 Email : souchitra1@outlook.com

**SYNOPSIS**

* An incisive professional with over 15 years of rich and versatile experience in Education sector and Publication Divisions
* Insights and Expertise in Content Editing, Proof Reading, Content Development, Team Management in Publishing Houses
* Sound organizational and planning skills, multitasking ability, flexibility and adaptability to process changes
* Detail oriented, highly organized, deadline driven, with a keen eye for accuracy along with the ability to manage an editorial teamefficiently

**PROFESSIONAL EXPERIENCE**

* **SCOOGLE, AHEMDABAD, GUJARAT**

**(A sister concern of “The Galaxy Education System” TGES)**

**Content Editor, Department of Publishing, July 2017 to March 2019**

***Job Profile:***

* Copy editing and proof reading of TGES textbooks of Science, English and Mathematics
* Contributing inputs regarding Designing, Lay-out and Presentation of various books according to Students’ level
* Preparation of Style Sheets, Style Manuals and Check Lists for second readers, proof readers and DTPs
* Suggesting improvisations in writing style to improve circulation of books in a new look
* Managing extensive copy editing assignments of TGES books
* Ensuring quality improvement within deadlines by coordinating and collaborating with various verticals like editorial team, proof readers, second readers, designers and DTPs
* Carrying out parallel tasks as per organisational challenges and requirements
* **EASTERN BOOK COMPANY, LUCKNOW, UP**

**Manager (Publications), July 2010 to July 2013**

***Job Profile:***

* Management of various types of Write-ups/ Manuscripts and introduction of innovative ideas to help improve writing and presentation styles
* Mentoring and Training editorial team members for copy editing, styling, proof reading, clear presentation and clarity
* Collaborating and Coordinating with editorial team for editing and allocating responsibilities among the team members
* Monitoring job progress to meet the target deadlines for enhancement of work productivity
* Preparation of style sheets, style manuals and check lists for legal editors, copy editors, second readers, proof readers and DTPs
* Communication and Coordination with authors for deadlines and compliances
* Managing extensive copy editing tasks for editing / revising numerous law books and journals
* Designing layout and writing style for lawyer’s editions to improve circulation with a new look
* Introduction of new techniques of Information Technology such as In Copy and In Design
* **Global Classroom Private Limited (Nurture International), UP**

**Editor (School Books) April 2010 to June 2010**

**Job Profile:**

* Copy editing and proof reading of various books of Science, Mathematics and English based on the curriculum of City International School, Uttar Pradesh for grammatical, typographical, composition and style guideline errors
* Giving inputs regarding the presentation, designing and layout of various periodicals as per the level of students
* Coordination with teachers, content developers, authors, graphic designers, content writers, proof readers and DTPs to ensure quality and target achievement
* **Sultan Chand and Sons Pvt Ltd, New Delhi**

1. **Chief Editor (Science and Maths) October 2008 to January 2010**

**Job Profile:**

* Creation of editorial policies, maintaining publication operations within set budgets and ensuring accurate and timely production
* Modification and paraphrasing the content to enhance the quality of the information
* Development and implementation of standard ethical codes and providing vision to the team
* Handling responsibilities of editorial management, ensuring quality and accurate content of the publication as per the scope and mission of the organization
* Performing the tasks of ensuring that the reviews and other publication works are periodically checked by the editorial team
* Handling the tasks of identifying errors, implementing accurate actions and condensing the content as and when required
* Performing the tasks of planning, production, reporting, maintaining records, conducting correspondences and meetings
* Mentoring and guiding editors with research, fact checking and proofing
* Development of content ideas considering reader or audience appeal
* Reviewing and approval of proofs submitted by composing room prior to production
* Performing quality control functions as well as monitoring and recommending subject heading additions and changes associated with various projects as and when required
* Collaboration with authors in the editing process
* Reviewing the content, verification of the facts being presented and making sure that the content and style are consistent and meet the standards of the publication thereby avoiding plagiarism
* Delegating job responsibilities to junior editors/ assistant editors by keeping a close watch on the deadlines and priority of the project
* Making judgment calls on a daily basis and taking decisions whether delegation of certain jobs has worth the chance of negative repercussions and time-consuming rewrites
* Training new recruits on the use of editing/ proof reading marks, following style guidelines and publishers’ style manual
* Soliciting, managing and editing contributions from authors, copy editors, proof readers and graphic designers
* Planning and scheduling upcoming publications thereby enforcing production deadlines
* Introduction of new cost and time-saving editorial procedures
* Management of all aspects of editorial and peer review, working closely with contributing authors, associate editors, content writers, staff and administrators

**ii) Assistant Editor (Chemistry) December 2007 to September 2008**

**Job Profile:**

* Reading, evaluation and copy editing of manuscripts or other materials submitted for publication and interacting with authors regarding changes in content, style or organization, or publication
* Reviewing the manuscripts and maintenance of necessary records such as reviewer data base by preparing and mailing materials as well as monitoring deadlines
* Providing support to the publishing team in particular data processing and procurement
* Communication with authors, internal and external customers
* Copy editing and proof reading of various Chemistry based publications such as Exploring Chemistry and Visualised Chemistry for Junior, Secondary and Senior Secondary Classes of CBSE, ISC and ICSE Boards
* Copy editing and proof reading of Chemistry Self Tutors for Secondary and Senior Secondary Classes of CBSE, ISC and ICSE Boards
* Copy editing and proof reading of various Chemistry based publications for Engineering and Medical Entrance Examinations
* Revision of various existing editions of Chemistry based publications on the basis of new syllabus as well as guidelines/notifications issued periodically by CBSE, ISC and ICSE Boards
* Verification of facts, dates and statistics using standard reference sources
* **Softmax Software Solutions, New Delhi**

**Content Developer and Voice Recorder – Educational CDs**

**July 2005 to November 2007**

**Job Profile:**

* Development of science content matter for CDs catering the needs of students of Junior, Secondary and Senior Secondary classes
* Working in close association with animators, graphic designers and DTPs to ensure that the content presented appeals to the students
* Collaboration with authors, content developers, teachers and subject matter experts to make sure that the CD content is concise and appropriate for the students
* Providing suggestions and modifications in the pre-existing educational CDs according to the educational board guidelines and complying with the changes in the syllabus
* Development of a virtual Chemistry Laboratory CDs based on the experiments prescribed by the CBSE curriculum for Classes IX and X
* Lending voice to various educational CDs
* Representation on behalf of the organization in various educational book fairs in different parts of the country
* Assisting the marketing team in presentations and promotions of educational CDs in schools and other educational bodies

* **PGT (Chemistry) and Assistant Teacher (Mathematics and Science)**

**St. Mary’s Christian Senior Secondary School, Ghaziabad, UP**

* **PGT (Chemistry) and Assistant Teacher (Mathematics and Science)**

**Nav Jeevan Adarsh Senior Secondary School, Delhi**

**EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS**

* Masters of Science (MSc) – Chemistry, Delhi University
* Bachelor of Science (BSc) - Chemistry Honours, Delhi University
* Capsule course on Air Monitoring and Waste Water Management, Indian Institute of Ecology and Environment- New Delhi

**PERSONAL DETAILS**

Husband’s Name : Shri Soumen Mukherjee

Sex : Female

Marital Status : Married

Date of Birth : 24-04-1986

Languages Proficiency : English, Hindi and Bengali

Present Address : A-403, Zodiac Apartment, Sector 2A, Vrindavan Yojna, Raebareilly Road, Lucknow-226029