**Curriculum Vitae**

**TASHI CHATURVEDI**

Editor & Proofreader

**Contact:**

Dr. Baijnath Verma Building, 4, Kamla Nehru Marg, Opposite WoW Momo,

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**CAREER SUMMARY:**

Experienced editor and proofreader with a strong command of grammar, style, and syntax. Proficient in various style guides and editing software, with a proven track record of delivering high-quality editing services.

**EDITING EXPERIENCE:**

* Content Writer and Editor, Ascezen Consulting Private Limited (January 2015 – August 2020)

1. Edited and proofread writing materials for accuracy and consistency
2. Conducted fact-checking and research
3. Provided constructive feedback to writers
4. Adhered to style guides (APA, MLA, Chicago) and editing software (MS Word, Adobe Acrobat)

**EDITING COURSES:**

* Certificate course in editing and proofreading, Seagull School of Publishing (March 2023)
* Comprehensive editing course “Your Editing Career Launched 2.0”, Capstone Editing, Australia (4 months)

**WRITING ACHIEVEMENTS:**

* Flash fiction piece **“A Haunting Nightmare”** shortlisted in **Eyelands First international Flash Fiction Competition (2018)** and published in an anthology.
* Six-word story shortlisted in **Six Word Wonder Contest (2021)** and published in paperback, hardback and Kindle version (Amazon bestseller).

**EDUCATION:**

* Master of Business Administration (MBA), Sahara Arts and Management Academy (2005)
* Bachelor of Arts (BA), Lucknow University (2003)

**SKILLS:**

* Editing and proofreading
* Fact-checking and research
* Style guides (APA, MLA, Chicago)
* Editing software (MS Word, Adobe acrobat)
* Strong communication and time management skills