**Chandrashekara B R**

I have over 20 years of experience in the e-publishing industry, with experience in XML technologies, Editing, Proofreading, Team/Project leading, Project Management, and Client Coordination.

**GET IN CONTACT**

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**PERSONAL DETAILS**

* Total Experience: 19+ Years
* Current Location: Bengaluru
* Date of Birth: May 03, 1977
* Gender: Male
* Marital Status: Married



**SKILLS**

* Project Management
* Team Leading
* Project Leading
* Account Coordination
* Client Coordination
* XML/HTML Data Conversion
* Editing and Proof Reading



**TECHNICAL SKILLS**

* XML, HTML
* EPUB2, CSS
* VLOOKUP, HLOOKUP
* Pivot Table
* Xmetal, Altova XmlSpy, Oxygen, and Ultraedit XML Editor
* Notepad++
* Microsoft Office Suite
* Open Office
* OCR – Abbyy FineReader
* Adobe Acrobat Professional
* FTP
* JIRA
* Skype
* Team Viewer



**PROFILE SUMMARY**

A dedicated e-publishing professional with 20+ years of experience in this industry. Expertise in XML, HTML Data Conversion process, ePub2, Editing, Proofreading, Team/Project handling, Project Management and Client Coordination. Working knowledge of XML with different types of DTD/XSD's using various XML editing tools like; Xmetal, AltovaXmlSpy, Ultraedit and Oxygen.Familiar with Adobe Acrobat Professional, OCR, JIRA, FTP, MS Office, Open Office, etc,.I look forward to working in a highly motivating, challenging, and creative environment where I can contribute my knowledge and enrich my professional skills. I wish to be associated with your esteemed organization and contribute my best to the goals of your organization.



**EDUCATION HISTORY**

**Post Graduation**

Course: M.Sc(Biotechnology)

College: Bangalore University

Year of Passing: 2002

Grade: 60%

**Graduation**

Course: B.Sc(CBZ)

College:Bangalore University

Year of Passing: 1999

Grade:58%



**COURSES & CERTIFICATIONS**

Six Sigma Green Belt



**LANGUAGES KNOWN**

* English
* Kannada
* Hindi
* Telugu

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| **WORK EXPERIENCE** |

From September 2024.

**(1) Editorial Coordinator at Modern Publishers (Malhotra Book Depot.), Bengaluru.**

**RESPONSIBILITIES**

* Work closely with authors, content providers and DTP (Internal/vendors).
* Searching of new authors and reviewers for regional titles.
* Maintain seamless communication with Vendor/Freelance Authors.
* Negotiation with Author/freelancers on outsourcing task and signing of agreements along with NDA.
* Processing of invoices after completion of task/project.
* Manage approval processes and schedules.
* Proofread and quality check of pages in accordance with the manuscript.
* Check and maintain editorial accuracy and quality at every stage of the book-making workflow.
* Product Comparison of competitor’s books, before initiating new book.

From December 2014 to 05 January 2024.

**(2) Sr. Account Coordinator at KGL, Bengaluru & Chennai.**

**RESPONSIBILITIES**

**Client Coordination:**

* Act as the primary contact for day-to-day issues and print queries for the internal team and external customers.
* Day-to-day input data and delivery data report management for Oxford University Press Journals.
* Download the input data and forward the process information to the production team and team leader.
* Verifying the completeness of the inputs received, communicating with the client for any discrepancies, and getting a resolution for all production-related queries.
* Ensure client priorities, escalations, and data are shared with the production teams and management on time and well-informed.
* Tracking and prioritizing corrections received from the author and production editor, and ensuring timely delivery of the corrected proofs to the production editor.
* Monitor the Issue/Printer schedule and complaints (internal and external).
* Timely response to client/production e-mails and make sure the in-time delivery of Issues and print files.
* Update the journals/articles status for the client and internal project manager.
* Upload completed data to the client via mail, FTP, and MIS.
* Vendor management.
* MIS report management.

**Project Management:**

* Act as the primary day-to-day contact for the assigned OUP journals, starting from Manuscript accepted to print files dispatch.
* Set up a journal-specific workflow in the electronic proofing system.
* Generate the DOI XML signal file and upload it to the client server.
* Communicate with the PE/author and get query resolutions for the files to be processed.
* Get the author/PE corrections done and upload the revised files.
* Get the issue files done as per the received issue order and upload the paginated issue and finalized issue.
* Get the printer files done after the issue approval and upload the print files to the printer's pre-press portal or the FTP site.
* Ticket raising, tracking, and getting done on hardware, software, and production-related issues using JIRA.

**JATS XML Process from 2019 to 2024:**

* **Accepted (uncorrected) Manuscripts Process**: Create JATS XML from Word files, code, and QC the converted XML files.
* Prepare uncorrected manuscript PDF files using Adobe Acrobat Professional (PitStop) to publish along with the accepted manuscript XML files.
* Delete corrections marked pages, duplicate pages, and line numbers. Insert watermark. Extract supplementary pages from the PDF and publish them as a separate file.
* Report regularly on the production status of Accepted Manuscripts.
* Quality checking of corrected proofs (revises) and final JATS XML files.
* Schematic validation of JATS XML files using internal validation tools as well as the client's Probity validation tool.
* Ingestion of the final package (JATS XML, PDF, Graphic, and Supplementary files) to the ATLAS site (Alfresco content repository share site) through FTP.
* Preview and publish the uploaded files at the ZIPLINE site.

From June 2013 to October 2014

**(3) Project Leader at MyShore IT Solutions, Mysore**

**RESPONSIBILITIES**

* Leading XML/HTML/Math data conversion, ePub2, and data formatting teams/projects.
* Download input data from the client FTP server and upload the processed data to the client server.
* Manage project teams effectively and get the best out of them.
* Determine, monitor, and review all project economics, including costs, operational budgets, staffing requirements, resources, and risk.
* Facilitate the development of recommended project control solutions to be used for planning, scheduling, and tracking projects through the integration of various project management tools.
* Define project quality control and manage changes in operational plans and reporting procedures.
* Holds regular status meetings with the production team and addresses issues and suggests areas for improvement in internal processes.
* Acknowledges and appreciates each team member's contributions.
* Coordinate between clients, senior managers, and production teams. Resolve project issues as a primary point of contact.
* Create and manage weekly or daily status reports and share them with customers.
* Communicates effectively with clients to identify what needs to be done and evaluate alternative technical solutions.
* Consistently delivers high-quality services to our clients.
* Coordinate with the HR team to hire people and organize the teams as per the project requirements.
* Provide information on % project completion, quality analysis, and defect density to the senior managers.

From November 2006 to May 2013

**(4) e-Content Group Lead at Shiv e-publishing technologies, Bengaluru**

**RESPONSIBILITIES**

* Effective management of STM and legal books and journals data extraction, conversion, and migration process from initiation to project completion.
* Coordinate with management for resource requirements to complete the project on schedule.
* Analyse project specifications and create and update Word macros and templates. Coordinate with the development team for process automation and updates.
* Analyse and define an XML/SGML/HTML conversion/migration/integration, text tagging, and eBook generation process; quality control checklist and train new employees.
* Tracks all queries and updates related to the project process.
* Preparing project specifications for XSL Style Sheet, FrameMaker, and InDesign projects, and final PDF output quality checking.
* Data cleaning, categorizing, organizing, coding, and validation against the DTD/XSD.
* Quality analysis of text tagging (classification of text by ASCII/HTML tags) and XML, HTML, and SGML-coded documents, according to the project specifications. Quality analysis of final PDF proofs and images.
* XML/XLS/PDF/word data collation as per the data category and upload it to the client Database/FTP.
* Migration of DITA XML data to specified DTD: Input DITA XML and targeted DTD XML elements mapping, data cleaning, testing, XML data validation against the target DTD/XSD, removal of duplicate data, migrating structured XML data to the target folders/subfolders, and uploading to the client FTP server.
* Define and automate the data migration project process with the help of the development team.
* Creation of eBooks (ePub2).
* Data extraction, conversion using OCR software, and searchable PDF generation.
* Commenting, reviewing, and correcting Adobe Acrobat PDF files.
* Dispatch QA-validated documents (coded and PDF documents) along with queries within the due date.

From April 2004 to November 2006

**(5) Technical Editor at Macmillan Publisher Ltd, Bengaluru**

**RESPONSIBILITIES**

* **Proofread Elsevier STM journals**: Check grammatical, spelling, typographical, syntax, layout, style, and formatting errors in the proof PDFs against the original files or copy-edited files.
* Get it done: the XML/SGML corrections, Graphics correction, and Pagination corrections.
* Coordinate between the customer and internal departments (Software, Template, copy editing, XML and SGML-coding, Graphics, Pagination, and quality control).
* Get a query resolution for the journal’s process.
* Supervise the quality of allocated STM journals according to the customer's project styles and specifications.
* Dispatch the QA-validated web and print-PDF proof to the corresponding author and editor with queries within the due date.