

Neha Patel

Writer and Editor

WORK EXPERIENCE

Editor | Gartner | Irving, TX (June 2022 to present)

- Edit ~150,000 words per month of Gartner's EA/TI, I&O and SPM research on Google Docs using the Gartner Style Guide, AP Style Guide, and Gartner Lexicon.
- Perform copy edits downstream and developmental/structural edits downstream to ensure all research adheres to Gartner's quality standards and guidance.

Copy Editor + Proofreader | Post Hill Press | Freelance (March 2022 to present)

- Proofread manuscripts (55,000–300,000 words each) in Microsoft Word within an established deadline set by the Production Editor. Genres include nonfiction and fiction.

Copy Editor + Proofreader | Sourcebooks | Freelance (June 2021 to present)

- Proofread and copy edit manuscripts (55,000–300,000 words each) in Microsoft Word or Adobe Acrobat Pro within an established deadline set by the Production Editor. Genres include nonfiction, fiction, historical fiction, romance, thriller, science fiction, and fantasy.

Sensitivity Reader + Proofreader | Salt & Sage Books | Freelance (September 2020 to present)

- Proofread book manuscripts (30,000–100,000 words) written by debut and seasoned authors within an established deadline and include a personalized editorial letter explaining my edits.
- Conduct sensitivity reads for book manuscripts, video game memos, and magazine articles for any concerns related to Indian culture, Hinduism, the immigrant experience, and feminism.

Contributor + Bibliologist | Riot Media Group | Freelance (November 2019 to November 2022)

- Wrote ~6 SEO-driven listicles, personal essays, or articles (600–800 words) every quarter on the publishing industry, new releases, book recommendations, and diversity in literature.
- Worked with the TBR service to recommend 3 books to 5–10 clients per week based on their survey responses and write personalized letters explaining my choices.

Medical Editor | UWorld | Dallas, TX (January 2019 to June 2022)

- Revised ~115,000 words per month of the USMLE, NCLEX, MCAT, College Prep (e.g., AP Chemistry, AP Biology, and AP World History) question banks using AMA, *Chicago Manual of Style*, *Merriam-Webster*, *Encyclopædia Britannica*, and in-house style guides.
- Checked scientific terminology for spelling and consistency with *Stedman's* and *Dorland's*.
- Ran two Google Meet webinars, one on advance punctuation and one on Microsoft Word tips and tricks, with 60+ participants each.
- Collaborated with editors and content writers to maintain 10 in-house style guides.

Degrees

Auburn University | Auburn, AL (August 2015 to May 2017)

- Master of Technical and Professional Communication (MTPC)

University of Alabama at Birmingham | Birmingham, AL (August 2011 to April 2015)

- Bachelor of Arts in English with a Concentration in Literature, Departmental Honors
- Bachelor of Science in Biology

Certificates

University of Washington | Online (January 2019 to November 2019)

- Certificate in Editing
- Certificate in HTML5, CSS3 & Responsive Design for Web Development

SKILLS

Editing & Writing Skills

- Technical editing, medical editing, substantive editing, line editing, copy editing, and proofreading with style guides
- Sensitivity/authenticity reading
- Technical writing and copy writing
- AMA, AP, Chicago, MLA, and APA style

Software Proficiencies

- Microsoft Office Suite
- Google Suite
- Adobe Acrobat Pro
- HTML5 and CSS3
- WordPress
- HubSpot