Neha Patel

Writer and Editor

STATEMENT

Words are my passion, whether they are portraying bioplastics or dragons. I strive to articulate them to targeted audiences and see how they function in a sentence and larger manuscript.

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 and developmental/structural edits to ensure that all documents adhere to Gartner's quality standards and guidance.

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 present)
- 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.
- Performed copy edits on questions edited by colleagues to ensure the writing upholds UWorld's quality standards by editing for punctuation, spelling, and usage.
- Checked scientific terminology for spelling and consistency with *Stedman's* and *Dorland's*.
- Ran two Google Meet webinars with two other editors, one on advance punctuation and one on Microsoft Word tips and tricks.
- 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

Poynter | Online (September 2020 to January 2021)
- Poynter ACES Advanced Editing Certificate

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 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