

## **M. Abisheka Santhoshini**

Mobile: 8015576765

Email: abisheka.sulakshan@gmail.com

### **PROFESSIONAL SUMMARY**

Energetic individual with nine years of experience working in a project management position for an publishing industry. Currently looking for opportunities to restart my career in web development.

### **SKILLS**

- Time-management abilities
- Managing multiple projects simultaneously
- Streamlining multiple projects
- Flexible & Adaptable
- Quick learner
- Effective Multitasking
- Mail handling
- Client Communication

### **TECHNICAL SKILLS**

Front-end - HTML, CSS, Bootstrap, Javascript, React JS, jQuery

Server-side: Java and PHP

Back-end: MySQL

### **WORK EXPERIENCE**

#### **1. Scientific Publishing Services/JEO ASSISTANT/Springer Journals/4 Years (March 2013-November 2016)**

- Validate new/revised submissions submitted through online manuscript platform (Editorial Manager), ensures that the manuscripts meet journal requirements or specifications and assign the articles to editor-in-chief for review process.
- Overseeing the editorial process from manuscript submission to decision (Acceptance/rejection of journal articles).
- Monitor the peer-review process, remind reviewers to submit their review and accept the invitations on time.
- Sending reminders to authors if revised submissions are not submitted within the given schedule.
- Releasing the accepted articles through 'Editorial Manager' to production.
- Assist authors, reviewers and editors to use Springer's online submission platform (Editorial Manager).
- Training for editors, associate editors, and reviewers.
- Implement/Change journal configuration as per the publisher instructions.
- Send monthly report to the editor-in-chief about the overall submissions of a journal.

#### **2. Cenveo Publisher Services/Project Manager/American Society of Mechanical Engineers (ASME)/1**

### Year (December 2016-February 2018)

- Manage the production process from submission till handover to press.
- Communicating with publishers, authors, and vendors.
- Collating author corrections and checking revised proofs. Chase authors if the proof corrections are not submitted on-time.
- Creating and managing production schedules.
- Ensure that the deliverables meet client requirements and handover them to press.
- Track online articles and ensure that they are being published within the correct volume and issue number.

### 3. SPI Global (Straive)/Senior Production Editor/Wiley Books/4 Years (March 2018-May 2022 (currently serving on notice period))

- Obtain cast-off page count from the vendor and ensure that the total page count meets contracted page count. Raise queries if there are any discrepancies.
- Calculate budget and enter the costings in system for editorial's approval.
- Manage the overall production process from manuscript submission till handover to press.
- Ensure that the projects are on track, maintain publication schedule and make sure that the book is published within the agreed budget.
- Hiring freelancers when needed. Reviewing and approving work done by them.
- Liaising with the authors, publishers, vendors and managing editors from receipt of manuscript to ensure smooth production process.
- Handle all production-related concerns and communicate the same to designated production contact.
- Manage cover process from production to publication.
- Ensuring a consistent quality of projects published.
- Archiving print and eproducts.
- Raise invoices.

### QUALIFICATION

- B.E Computer Science - Alpha College of Engineering - 2012
- 12th - Grace Matriculation School - 2008

### PERSONAL PROFILE

Gender: Female  
Date of Birth: 14 July 1991  
Languages Known: Tamil and English  
Marital status: Married  
Husband Name: C. Sulakshan  
Residential address: No-4/15, 5th Street, Samayapuram, Porur, Chennai-600116  
Location: Chennai, willing to relocate to Bangalore

**DECLARATION**

I hereby declare that all the information given above is true to best of my knowledge.

Abisheka Santhoshini