

RINITA BANERJEE

<https://www.linkedin.com/in/rinitab>

e-Portfolio: <http://rinitabanerjee.weebly.com/>

My Blog: <https://wordsandtalesbyrb.wordpress.com/>

H 1402, Aditya Mega City, Vaibhav Khand, Indirapuram, Ghaziabad 201014, Uttar Pradesh, India.

Phone: +91 98103 48795 | Email: rinitab@gmail.com

EDUCATION

Masters in English (Concentration: British and American Literature), North Carolina State University, Raleigh, North Carolina (2014 – 2016)/ GPA: 3.926

Bachelor of Arts (Honors) in Psychology, Lady Shri Ram College for Women, Delhi University, Delhi, India (2001 – 2004)

KEY SKILLS & STRENGTHS

- Complete understanding of the English language – oral and written
- Comprehensive knowledge of the fundamentals of grammar, punctuation, and syntax
- Native fluency with languages like Hindi and Bengali; professional proficiency in French
- Ability to analyse texts (fiction and non-fiction) for plot, tone, diction, literary strengths/weaknesses
- Proficiency in copy- and content-editing full books/ edited volumes/journal articles
- Proficiency in proofreading and formatting texts
- Experience with drafting personalized correspondence and communicating with authors/academics, translators, non-academics, marketing, sales and legal personnel; experience working extensively with typesetters/book layout designers, jacket designers, stall designers and printers
- Experience in researching and identifying suitable cover images/sourcing them
- Experience writing feature articles and creative content for microsites/websites; also supporting content for images/web galleries
- Proficiency with peer-reviewer research for science and medical journal articles using databases like Scopus and PubMed
- Experience writing digital content keeping in mind SEO concepts like metadata, keyword ranking and user intent
- Experience with researching varied client backgrounds and composing original web articles accordingly
- Thorough understanding of voice, lexis and content when adapting content for a non-scientific audience
- Experience with content management systems like ScholarOne
- Experience working with deadlines/multiple tasks
- Ability to work independently, assign tasks and lead teams
- Proficiency in MS Word, Outlook, and Powerpoint, and Acrobat Reader
- Experience using WORDPRESS; working knowledge of XML and HTML
- Experience working with Chicago Manual of Style, MLA and AP style guides

PROFESSIONAL EXPERIENCE NON-ACADEMIC APPOINTMENTS & RESPONSIBILITIES

Assistant Copy Editor (Editorial), Rupa Publications (July 2017 – Present)

- Copy-/content-editing/developing fiction and non-fiction manuscripts
- Proofreading manuscripts
- Blurb writing/rewriting
- Preparing cover briefs
- Communicating with authors
- Preparing book layouts in conjunction with typesetters
- Working under tight schedules

Intern (Editorial), Algonquin Books (September 2016 – May 2017)

- Write critical reports (involving analysis of theme, dialogue, style, tone apart from plot summaries) for editors on fiction and non-fiction manuscript-submissions
- Log in and track submissions using FileMaker Pro
- Read, review and respond to mail queries

Additional responsibilities:

- Reading to-be-published novels and culling out quotes for the social media, to build up customer-curiosity before book-releases
- Creating quote graphics (for Twitter, Facebook and Instagram) putting together texts and images as marketing tools to invite reader-attention using design managers like Canva.com
- Composing and scheduling tweets derived from books closer to their release dates using social media managers like Hootsuite.com

Content Writer (Freelance), Demand Signals (June 2016 – December 2016)

- Compose original micro-targeted web content with a focus on natural results on a search engine results page (SERPs)
- Optimize content applying SEO concepts like keyword ranking and client- and user-intent
- Research client brands by analyzing their history, products and competitors

Research Assistant (short term scholar position) to Professor Timothy L. Stinson, Department of English, North Carolina State University, North Carolina (August 2016 – December 2016)

- Collaborating on research related to Chaucer's *Troilus and Criseyde*, and the *Canterbury Tales*: responsibilities included evaluation of sources, critical reading and building bibliographies

Assistant Editor on *The Elizabeth Keckley Reader (Volume 2)*, edited by Sheila Smith McKoy (Professor and Department Chair at Kennesaw State University, Georgia, and former Associate Professor of English and Africana Studies, and Director, Africana Studies Program, North Carolina State University, Raleigh, North Carolina), with ENO Publishers, Hillsborough, North Carolina (August 2016 – September 2016)

- Converting texts from PDFs to Word files
- Proofreading the original against the converted files
- Fact-checking and copy-editing to ensure the essays conformed with Eno Publishers' house style
- Securing permissions from the original publishers
- Working with authors on their bio notes

Editorial Assistant (Freelance) to Dr Sujata Mody (Assistant Professor, Department of Languages and Literatures, North Carolina State University) on a book project (June 2016 – August 2016)

- Copy/content editing of an initial draft of the manuscript
- Reference-checking and -formatting in endnotes and bibliography

Editorial Assistant Intern, J&J Editorial, an organization that supports the editorial management of a variety of scholarly publications, primarily academic journals (January 2016 – April 2016)

- Researching reviewers for submissions to medical journals (Future Science Group) via academic databases like PubMed and Scopus
- Using content-management resources like ScholarOne
- Tracking submissions of manuscripts and ensuring that these are formatted correctly
- Checking to see that authors took on board the requested revisions

Editorial Assistant to Dr Sheila Smith McKoy on her published edited volume *The Elizabeth Keckley Reader: A Determined Life (Volume 1)* (September 2015 – January 2016)

- Assisting with research on American Spiritualism
- Handling correspondence regarding clearance of copyright permissions
- Initiating application of OCR methods to convert documents in PDF/HTML formats to Word files
- Editing and checking for accuracy of bibliography and references within new articles submitted for the volume

Project Assistant, Piers Plowman Electronic Archive or PPEA (part of the ongoing projects under the Medieval Digital Humanities cluster at North Carolina State University), a collaborative open-access, online archive of the various textual versions of William Langland's fourteenth-century poem "Piers Plowman" (May 2015 – August 2015)

- Transcribing a literary manuscript titled "Piers Plowman: The Crowley and Rogers editions," ed. by Jim Knowles and Timothy L. Stinson (forthcoming from the Piers Plowman Electronic Archive), and encoding it in XML for web publication
- Assisting with the development and online publication of scholarly editions
- Collating secondary sources for ongoing research on the project
- Consulting on project-branding and logo creation
- Developing and designing online teaching aids (on book history) for university faculty

Copyeditor, Technician (the North Carolina State University newspaper) (May 2015 – August 2015)

- Editing news/feature stories
- Implementing the Associated Press (AP) guidelines for text-standardization and -formatting

Freelance Copyeditor for Social Science and Literature in Translation titles (October 2013 – April 2014)

- Copyedited titles with Sahitya Akademi, and Orient BlackSwan Pvt. Ltd., Delhi, India

Editor, Social Sciences, under Social Sciences, Examinations, and Trade division (2011 – 2013/ **Assistant Editor, 2009 – 2010**), **Orient BlackSwan Pvt. Ltd.**, and **Academic Consultant**, English Proficiency Examinations held by Trinity College, London in India (August 2009 – September 2013)

- Copyediting and proofreading single/multiple authored books and revised editions
- Communicating with authors/editors to solve queries regarding manuscripts
- Implementing the Chicago Manual of Style guidelines for text-standardization and -formatting
- Working with typesetters on designing layouts
- Collaborating with jacket designers on covers of books/series/catalogues
- Negotiating with image providers (museums/galleries/artists)

- Managing tasks assigned to freelance copyeditors (as production editor); supervising junior editors; and collaborating with fellow editors on fast-track projects
- Writing jacket copy and arranging for blurbs
- Handling copyright clearances
- Worked on the “Children’s Series” (since 2011): found new illustrators and negotiated with them; coordinated their work with series editors; copyedited manuscripts and keyed them in
- Commissioning new manuscripts with new authors, and contacting existing authors for new manuscripts
- Contributed on marketing material (colored/black and white print ads and posters) prepared for books, launches, fairs, and catalogs
- Collecting feedback from colleges/universities on existing titles and textbooks
- Collaborated on redesigning company website
- As part of the core team of training professionals for the Trinity College (London) English proficiency exams, guiding candidates as per GESE and ISE grade specifications for lexis, grammar, etc. in schools

Sub-Editor (Content), TV-Web Synergies Team at NDTV Convergence (NDTV.COM), New Delhi, India (May 2008 – July 2009)

- Editing news stories
- Writing original feature articles
- Researching, conceptualizing, and implementing microsites, show pages, and specials related to various television initiatives in coordination with web designers and technology teams
- Creating fact-based and theme-based photo galleries for the webpage for breaking news items and environmental concerns

Copywriter (Trainee), Fusion Advertising Agency, New Delhi, India (December 2004 – January 2005)

- Worked in tandem with illustrators and creative designers as part of the ‘Creative Team’ writing and conceptualizing headlines and copy for various brands and companies, mostly print advertisements

PROFESSIONAL EXPERIENCE ACADEMIC APPOINTMENT & RESPONSIBILITIES

Instructor, ENG-101 (Academic Writing and Research), North Carolina State University

(August 2015 – May 2016)/ (Graduate Teaching Assistant, August 2014 – April 2015)

- Intensive instruction in strategies of academic writing, research, and argument to undergraduates involving principles of rhetoric; understanding of varied genres in writing; application of perception of composition as multimodal
- Instruction and guidance in critical reading; accommodation/adaptation of content according to audience; strategies to evaluate print and electronic sources for research; and attention to grammar and conventions of standard written English
- Grading and feedback

WORKSHOPS ATTENDED:

- Program Assessment: Assessing our Smaller Classes, First Year Writing Program (FYWP) Professional Workshop, North Carolina State University (October 2015)
- Critical Reading Strategies for FYW Students, First Year Writing Program (FYWP) Professional Development Workshop, North Carolina State University (September 2015)
- Gamification – An Effective Strategy to Engage Your Students, DELTA SUMMER SHORTS, North Carolina State University (August 2015)

- Using Quiz Feedback and Choice to Engage Students as Active Learners in Moodle, DELTA SUMMER SHORTS, North Carolina State University (August 2015)
- Research Assignments and NCSU Libraries, North Carolina State University (March 2015)

INDEPENDENT PROJECTS

- Writes prose-fiction in English: 'Black Flood' (in *October Hill Magazine*, Winter Issue, January 2018, p. 57; see <http://www.octoberhillmagazine.com/fall-2017>); 'Upon the Hour of Return' (in *The Punch Magazine*, 2017, p. 85; see <http://thepunchmagazine.com/books/jul2017/index.html#p=85>); 'The Door' (*Tuck Magazine*, 2016; see <http://tuckmagazine.com/2016/07/14/fiction-the-door/>); and 'Keeping' (*Tuck Magazine*, 2016; see <http://tuckmagazine.com/2016/08/08/fiction-keeping/>)
- Translated children's bilingual book *One and Many* from English to Bengali – author, Indu Sreekumar (Tulika Books, 2017); see <http://www.tulikabooks.com/general-bilingual-picture-books/one-and-many-ekta-aar-onekgulo-english-bengali.html> (Awaiting publication of the second translated title)

CERTIFICATIONS

- Diplome de Langue in French; Alliance Française, New Delhi (2007)
- Business English Certificate (BEC) Examination; British Council of India, Kolkata (2000)
- Credit Certificates in Educational Testing Centre's examination in English; New South Wales University, Australia (1996 – 1999)
- Grades 2, 4, 5 and 7 - Vocal Contemporary Western Music; Rock School, Trinity College (London) (2007 – 2011)