

Anjali Sharma

Peer Review Associate

Contact

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LinkedIn

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Skills

Digital Marketing



MS Excel



MS Powerpoint



MS Power BI



Mentoring



Written Communication



Oral Communication



Peer Review Associate with over three years of experience in Publishing industry and good command of English language. Extremely focused on enhancing client satisfaction and delivering the best on professional front.

Work History

2019-09 -

Current

Peer Review Associate

SAGE Publications

- Review articles for grammar, spelling, punctuation, syntax, accuracy and compliance with quality standards
- To search for reviewers/scholars on the basis of their expertise (primarily using keywords across different internal tools and search engines) after going through the content submitted
- To communicate with scholars, Editors, various departments and other stakeholders largely through e-mail(s)
- Projects:
- Updated company's internal site's FAQs segment
- Participated in continuous improvement by generating suggestions, engaging in problem-solving activities to support teamwork which helped to reduce team's TAT by from 25.5 days to 21.5 days
- Worked on tracker automation from MS Excel to Sharepoint
- Worked on moving team's reports from MS Excel to Power BI
- Single-handedly managing Freshdesk issues for the whole team
- Mentored three employees under probation for an average of five months each

2018-01 -

2019-09

Editorial Assistant

SAGE Publications

- Reviewed articles for grammar, spelling, punctuation, syntax, accuracy and compliance with quality standards
- Facilitate administration of peer review, perform initial checks on the submitted content

- Assist Editors and sub Editors of distinguished journals to synchronize and expedite the review process
- Provide assistance to authors, scholars, Editors and sub- Editors through problem solving
- Project:
- Identified a fraud in a Special collection of an allocated Journal and single-handedly managed the communication among the departments and Publishing Editor till the Journal was transitioned in-house
- Reduced probability of errors within the department through analyzing data collected from previous three years
- Reports :
 - Team's weekly productivity report
 - Team's daily mail count report

Education

2015-06 -
2018-05

B.Com(Hons.): Marketing

Graphic Era Deemed To Be University - Dehradun
GPA: 7.1