

PETRA ROBERTS

SUMMARY

I am a Senior Medical Editor, with extensive experience in STM publishing and medical education. I currently provide rewriting, editing, proofreading and fact checking services, trading as Swanford Editorial Services Limited. I am an Advanced Professional Member of the Chartered Institute of Editing and Proofreading.

Experience includes:

- Quality control for medical and scientific manuscripts, ensuring compliance with house style and journal guidelines
- Researching topics and commissioning for an oncology journal, including attendance at international conferences
- Writing synopses, developmental editing and rewriting
- Managing the peer review and approval process for journal articles and clinical regulatory documents, including liaison with authors and reviewers to ensure timely publication
- Editing and proofreading medical and educational content in multiple therapy areas, including e-learning, web and iPad content, abstracts, posters, conference presentations, product monographs, detail aids and advisory board reports
- Fact-checking and reference document mark up

PROFESSIONAL ACHIEVEMENTS

EDITORIAL MANAGEMENT EXPERIENCE

I managed a team of 15 Managing Editors and Journal Editors to produce commissioned and peer-reviewed content on investigational drugs for the online drug discovery platform Thomson Pharma and four review-based journals.

PUBLISHING AND AGENCY EXPERIENCE

I have extensive experience gained during employment within publishing companies and medical education agencies, including editing, proofreading, fact checking, commissioning, scheduling and tracking of multiple projects, opinion leader research, maintenance of style guides, assessing quotations from external suppliers, managing peer review, and information gathering for new business initiatives.

CLINICAL REGULATORY EXPERIENCE

As a contractor at Roche Pharmaceuticals (September 2012 to March 2014)
I managed the review and approval process for clinical regulatory documents, including Protocols, Protocol Amendments, Informed Consent Forms, Statistical Analysis Plans and Charters, to extremely tight deadlines.

PRIMARY SKILLS

Developmental editing | Rewriting and repurposing | Copyediting
Proofreading | PowerPoint quality control | Fact checking

WORK HISTORY

Senior Medical Editor and Owner **SWANFORD EDITORIAL SERVICES LTD.**

May 2015 to date

Freelance Medical Editor

July 2009 to April 2015

Editorial and Content Manager **THOMSON REUTERS**

October 2007 to July 2009

Associate Editor, Nature Clinical Practice Oncology **NATURE PUBLISHING GROUP**

October 2004 to September 2007

Senior Medical Editor **OCC EUROPE**

January to June 2004

Production & Information Editor **MEDICAL KNOWLEDGE GROUP**

October 2000 to January 2004

Production Editor **MEDITECH MEDIA**

July 1998 to October 2000

Editor **CURRENT MEDICAL LITERATURE**

March 1995 to July 1998

Freelance Biomedical Abstractor

April 1990 to January 1995

Editor/Biomedical Indexer **DERWENT PUBLICATIONS**

October 1988 to April 1990

TRAINING AND EDUCATION

Publishing Training Centre: Grappling with Grammar, Editing: STM, Proofreading, Staying within the Law [copyright and permissions], Introduction to Web Technologies, Instructional Design, Rewriting and Substantive Editing, Editing Illustrations

Chartered Institute of Editing and Proofreading: Professional Copyediting, Efficient Copyediting, Onscreen Editing 1 & 2, References, Editing Digital Content, Word for Practical Editing, The Art of Querying, Project Management, Introduction to Web Editorial Skills

Society of Indexers: Introduction to Indexing

Popular Communication: Colour Proof Assessment, Introduction to Print

Indigo: Writing Dynamics

Thomson Reuters: Management 101, Leading through Change, Situational Management, Hire Right, Financial Essentials

Forcefield: Introduction to Marketing, Presentation Skills

1985–1988 UNIVERSITY COLLEGE, CARDIFF

BSc (Hons) Biochemistry 2:2

1978–1985 OLCHFA COMPREHENSIVE SCHOOL, SWANSEA

4 GCE A levels, 10 GCE O levels