



Aarti Pandharipande

Legal writer, editor, proofreader, translator

PROFILE

Dynamic and versatile professional with high calibre experience of 8+ years in professional service delivery including proofreading, writing, editing, commentaries on specific laws, head-noting supreme court/high court judgements, general administration and teaching.

PROFESSIONAL EXPERIENCE

Freelance Proofreading and Translation, Bengaluru, KA | Feb 2023 – Jun 2023

I worked on two projects for this time periods:

- **Proofreading:** I proofread a 300-page PhD thesis for a scholar at Pune University. The thesis was centered around philosophical inquiries of the self.
- **Translation:** I translated an 80-100-page book for the Ramakrishna Mission from English to Marathi.

Proofreader – Austin Macaulay Publishers, U.K. | Jan 2020 – Dec 2020

I proofread and edited books that were staged for publishing.

- Corrected and recorded omissions, errors, or inconsistencies found.
- Verified facts, dates, and statistics, using standard reference sources.
- Routed proofs with marked corrections to editor's correction.

Legal Editor – Karnataka Law Journal, Bengaluru, KA | Aug 2012 – Sept 2014

I extracted law points from the Supreme Court and High Court cases (NACE Code: J68).

- Prepared and rewrote points to improve readability.
- Verified legal policies and facts on related grounds.

School Teacher – Apollo Convent, Bengaluru, KA | May 2006 – April 2007

Instructed students using various teaching methods such as lectures, discussions, and demonstrations.

- Prepared students for later grades by encouraging them to explore learning opportunities and to persevere with challenging tasks.
- Administered and graded tests and assignments to evaluate students' progress.

School Teacher and Administrator – Light of Life School, Zaheerabad, TS | June 2001 – April 2004

Conferred with governing authority on administrative implementation, worked with the department of fees collection and instructed students.

- Adapted teaching methods to meet students' varying needs and interests.
- Assigned and graded class work and homework.

Agricultural Entrepreneur, Nagpur, MH | Nov 1994 – Dec 1996

Engaged in Oyster mushroom cultivation, processing and dehydration.

- Directly involved in crop production operations, such as planning, planting, fertilizing, cultivating, spraying.
- Planned crop activities based on factors such as crop maturity or weather conditions.

Legal Editor – All India Reporter, Nagpur, MH | Aug 1991 – Sept 1994

I extracted law points from Supreme Court and High Court judgements (NACE Code: J58-publishing, M69-Legal Activities).

- Prepared commentaries on specific laws.
- Wrote head notes and foot notes for legal judgements.

INFORMATION

- +91 98457 29329
- aarti.uc@gmail.com
- Bengaluru, Karnataka
- DOB: 25 – 04 – 1968
- Married, with two sons

EDUCATION

B.Sc -
Nagpur University, 1988

LL. B
Nagpur University, 1991

B.A. – English Literature,
Nagpur University, 1996

SKILLS

- English – Fluent, written and spoken
- Marathi - Fluent, written and spoken
- Hindi - Fluent, written and spoken
- Kannada – Basic, spoken
- Sanskrit – Intermediate, written
- MS Word, Excel
- Translation
- Writing
- Editing
- Proofreading

CERTIFICATES

- IRCA registered QMS Lead Auditor course.
- Basic C/C++ certificate course from SSI.

