

TANVI MEHTA

EDUCATION

Postgraduate Diploma in Editing and Publishing

2004, Sydney
Macquarie University

Master of Arts, English Literature

2000, Bombay
University of Bombay

Bachelor of Arts, English Literature

1996, Bombay
St. Xavier's College

EXPERIENCE

EDITORIAL SKILLS

Principal, Tanvi Mehta Academic Writing and Editing Services

January 2005 to present, Sydney

- Establishing a business with now more than 40 regular clients, institutional and individual, from University of Hong Kong, HEC Paris, National University of Singapore, University of Sydney, UNSW, etc.
- Publishing a writing guide addressing problems with academic writing, with forewords by Prof. Thomas O'Guinn and Prof. Alan Sawyer
- Creating and updating style guides for institutional clients
- Editing and proofreading for:
 - Educational policy proposals for government
 - Policy audits
 - Course materials for Master's and MBA programs
 - Grant proposals
 - Promotion applications
 - PhD theses
 - Academic research papers
 - Business case studies

Editor, Halstead Press

May 2003 – Dec 2004, Sydney

- Edited and proofread academic books, journals, institutional histories and fiction
- Project management on several books, including creation of budgets
- Copywriting promotional blurbs and press releases
- Briefed designers and interacted with authors and printers
- Daily administrative work included fulfilling orders, managing stock requirements, generating invoices and managing accounts, interaction with distributor and warehouse, and assessment of manuscripts

Script Assistant, Santocha Productions, Paris

Oct 2002 – Dec 2002, Bombay

- As a translator from Hindi to French, worked closely with the French editor on Hindi film "Hava Aney De" (selected for Berlin 2004 and Cannes 2004) and made key editorial decisions in structure and sequence

Editor, www.movies.india.com

Oct 2000 – Apr 2001, Bombay

- Edited, wrote, commissioned and published articles for a website on Indian films on a daily basis
- Interacted with and briefed graphic designers during creation of the site and periodically during the publishing of 'specials'

Writer, www.mainbhiportal.com

Apr 2000 – June 2000

- Wrote features and articles for a website aimed at the Indian youth

Writer, Channel [V]

Feb 2000 – Oct 2000, Bombay

- Wrote daily scripts for the presenters of a music-based television channel aimed at the Indian youth
- Took part in strategic decisions about programming

Assistant Scriptwriter, PSG Productions

Jan 1999 – Jul 1999, Bombay

- Wrote scenes, dialogues and characters for Hindi film "Hava Aney Dey" (www.letthewindblow.com)
- Took a script-in-development through to multiple drafts, to a level fit for funding submissions

VISUAL SKILLS

Photographic Assistant, R.K. Photographic Laboratory

Jul 1999 – Dec 1999, Bombay

- Assisted in all professional darkroom activities – developing, printing, burning, dodging, washing and drying of prints, cropping etc.

Assistant Photographer, Boman Irani's Studio

Oct 1997 – Apr 1998, Bombay

- Assisted well-known photographer Boman Irani in matters of lighting etc. during product and portfolio shoots as well as for the Miss India 1998 contest
- Assisted in photographic printing in the laboratory

PRODUCTION SKILLS

Executive Producer, Arte and EPN Productions, Paris

Apr 2000, Bombay

- Planned and organised the shooting schedule and interviews for French documentary "Vie D'Eunuques"
- Facilitated communication between subjects and director through translation services

Production Secretary, Indo-French Productions

Feb 2000, Bombay

- Was in charge of all production co-ordination for the shoot of a French music video for Laurent Garnier

Production Secretary, Indo-French Productions

Dec 1998, Bombay

- Was in charge of all production co-ordination for the shoot of a French advertisement for Visa Card

Bombay Production Manager, Visual Eyes Productions

Oct 1996 – Apr 1997, Bombay

- Was in charge of all Bombay-based production for Indo-French film “Hanuman”, shot in India

Production Assistant, CMM Studios

Sep 1996 – Oct 1996, Bombay

- Assisted in production co-ordination for a gameshow

VOLUNTEER WORK

Volunteer, Sydney Film Festival

May 2003 – Jun 2003, Sydney

- Assisted in administrative organisational work in preparation for the 50th festival year

Teacher, Akanksha

1993, Bombay

- Once a week, taught slum children in the second grade

LANGUAGES

English, French, Spanish (reading comprehension), Hindi, Marathi, Gujarati

AWARD

A French Government Scholarship for summer school at the Parisian film school FEMIS (now affiliated with New York University), 1998