

To whom it may concern

This is to certify that Ms. Nilofar Shiva, an academic faculty of the Research Institute for Endocrine Sciences, (CV attached), has been with us since 2007. Ms Shiva has been in charge of language editing services for our research and submissions.

As shown in her CV, she is a native speaker of English, having completed her education in Pakistan with a Bachelors of Sciences and Masters in International relations.

Fereidoun Azizi

Director

Research Institute for Endocrine Sciences

Shahid Beheshti University of Medical Sciences

Tehran, Iran

Curriculum Vitae

Personal information

First name: Niloofar

Surname: Shiva

Date of birth: 15th February, 1948 (1327)

Nationality: Iranian

Place of birth: Pakistan

Gender: Female

Home address:

Tehran, SaadatAbad

Sarve-e-gharbi

Kheyaban-e-Sadaf, Kh.Dawood Hosseini,

Baharan, No. 7, 4th floor.

Work address:

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Education: M.A. International Relations; English as a Second Language (ESL) Teacher

B.Sc Basic Sciences

Work experience:

1964-80: Karachi American School; teacher for various language classes, at different levels, elementary, junior high, and high school. Experience mainly in E.S.L (English as a Second Language) for foreign students entering English schools.

1988-2001: Academic faculty member & language instructor, Hormozgan University of Medical Sciences(Midwifery & Medical students).

1990-2001: Head, Language Department, Hormozgan University of Medical Sciences.

1996-2004: Member of the language board, Ministry of Health & Medical Education, Tehran Iran.

1989-2001: Academic faculty member & Language instructor, Islamic Azad University,
Bandar Abbas.

1991-98: Language instructor, Iran Air, Bandar Abbas.

1991-94: Language instructor, Shipbuilding College, Amir Kabir University, Bandar Abbas.

2001-date: Academic faculty member, Research Institute for Endocrine Sciences (RIES)*, Shaheed
Beheshti University of Medical Sciences.

2003-2005: Language instructor, College of Nutrition & Food Industry, Shaheed Beheshti University of
Medical Sciences(SBUMS).

2005-8: Language Editor, International Journal of Child Neurology (IJCN), Mofid Children's Hospital,
SBUMS)

2004-10: Managing Editor & Language editor, International Journal of Endocrinology and Metabolism
(IJEM), Research Institute for Endocrine Sciences (RIES), Shaheed Beheshti
University of Medical Sciences.

2005-date: Invitee member, Language Board, Ministry of Health & Medical Education, Tehran, I.R. Iran

2001-date: Language Editor, Research institute for Endocrine Sciences,

2006-date: Member, Eastern Mediterranean Association of Medical Editors (EMAME).

Workshops:

- Research Methodology
- PBL
- Question design
- Improved policies and procedures for journals to ensure effective research communication within the region, 19th-21st Nov 2011.

***May 2007:** ERC officially designated as the Research Institute for Endocrine Sciences (RIES), with four research centers, the Endocrine Research Center, the Obesity Research Center, the Prevention of Metabolic Disorders Research Center, and the Reproductive Endocrinology Research Center; in the past seven years, five other research centers including the Research Center for Social Determinants of Endocrine Health, the Endocrine Physiology Research Center, the Cellular and Molecular Research Center, the Nutrition and Endocrine Research Center, and the Research Center for Development of Medical Studies have been established, bringing the number of the research centers at our Institute to nine. Language editing services for all research to be submitted for publication, in addition to all international RIES correspondence are provided for all centers.

Conferences:

- Third Regional EMMJ Conference on Medical Journals in the Eastern Mediterranean Region; 27-29 January 2006, Shiraz, Islamic Republic of Iran
- Fourth regional EMMJ Conference held in Bahrain 4th-7th Nov 2008
- Fifth regional EMMJ Conference held in Karachi, Pakistan, 2-5th Dec 2010

Courses/Work placements:

- Work placement: British Medical Journal, London, UK, 26-28th, 2009
- Oxford, UK, 29-30 January 2009. *"How to be a Successful Journal Editor"*