



# MICHAEL ANDERSON

## Senior Publication Coordinator

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### SUMMARY

Dynamic and detail-oriented Academic Publications Specialist with over 8 years of experience in the academic publishing industry. Proven track record in managing the complete publication process, from manuscript submission to final production. Skilled at collaborating with authors, editors, and peer reviewers to ensure high-quality publications. Adept at utilizing various publication management systems and adhering to strict deadlines while maintaining a focus on detail.

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### WORK EXPERIENCE

#### Senior Publication Coordinator Global Academic Press

Jan 2023 - Present

- Managed the workflow of over 50 manuscripts annually from submission to publication.
- Collaborated with authors and editors to refine manuscripts, ensuring adherence to publication standards.
- Implemented a new tracking system that improved manuscript processing time by 30%.
- Facilitated training workshops for new authors on publication best practices and expectations.
- Conducted quality checks on final proofs to ensure accuracy and completeness.
- Served as liaison between the editorial board and authors to streamline communication.

#### Editorial Assistant Research Journals Ltd.

Jan 2020 - Dec 2022

- Assisted in the editorial review process for various academic journals.
  - Maintained the submission database, ensuring data integrity and confidentiality.
  - Coordinated peer review assignments, tracking reviewer feedback and responses.
  - Drafted and distributed author notifications regarding manuscript decisions.
  - Researched and compiled information for editorial board meetings.
  - Helped to enhance journal visibility through social media promotions and outreach initiatives.
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### EDUCATION

#### Master of Arts in Publishing, University of London

Sep 2019 - Oct 2020

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### ADDITIONAL INFORMATION

- **Technical Skills:** Editing, Manuscript Management, Research, Communication, Project Coordination, Digital Publishing
- **Awards/Activities:** Successfully increased journal submission rates by 20% through targeted outreach efforts.
- **Awards/Activities:** Recognized with the 'Excellence in Publishing' award for outstanding performance.
- **Awards/Activities:** Developed an author guide that has been adopted across multiple journals.
- **Languages:** English, Spanish, French