



Michael ANDERSON

BOOK PRODUCTION SUPERVISOR

Accomplished book production professional with a unique blend of creative vision and technical expertise. Extensive experience in managing end-to-end production processes for a wide range of publications, including trade books, educational materials, and digital content. Demonstrates a strong commitment to quality and efficiency, ensuring that all projects are completed to the highest standards.

CONTACT

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- 📍 San Francisco, CA

SKILLS

- Production Management
- Digital Tools
- Team Training
- Market Research
- Communication
- Editing

LANGUAGES

- English
- Spanish
- French

EDUCATION

BACHELOR OF FINE ARTS IN CREATIVE WRITING, NEW YORK UNIVERSITY, 2015

ACHIEVEMENTS

- Successfully launched a new series of educational books that increased market share by 25%.
- Recognized for outstanding leadership in a high-stakes project that won an industry award.
- Developed a mentorship program that increased team retention rates by 15%.

WORK EXPERIENCE

BOOK PRODUCTION SUPERVISOR

Elite Books Publishing

2020 - 2025

- Supervised the production of over 80 titles per year, ensuring timely and cost-effective delivery.
- Implemented new digital tools that improved project tracking and communication.
- Trained production staff on the latest industry standards and best practices.
- Collaborated with marketing teams to develop promotional materials that align with production schedules.
- Reviewed and approved all final layouts and proofs before going to print.
- Developed strategic partnerships with key vendors to enhance production capabilities.

PRODUCTION EDITOR

BookSmart Publications

2015 - 2020

- Edited manuscripts for clarity, style, and consistency, ensuring high-quality final products.
- Coordinated with authors and illustrators to achieve desired visual and textual outcomes.
- Maintained production schedules and managed timelines for multiple projects simultaneously.
- Conducted market research to inform publication strategies and identify emerging trends.
- Provided feedback to authors to enhance manuscript quality and marketability.
- Facilitated communication between editorial and production teams to streamline workflows.