



MICHAEL ANDERSON

Senior Copy Editor

San Francisco, CA • (555) 234-5678 • michael.anderson@email.com • www.michaelanderson.com

SUMMARY

Distinguished Copy Editor with over a decade of experience in refining content for publication across various media platforms. Expertise encompasses meticulous proofreading, comprehensive editing, and the ability to enhance clarity and coherence in written materials. Demonstrated proficiency in adhering to strict editorial guidelines while maintaining the author's voice and intent. Proven track record of collaborating with writers, designers, and other stakeholders to produce high-quality publications.

WORK EXPERIENCE

Senior Copy Editor Global Publishing House

Jan 2023 - Present

- Led editorial teams in the production of monthly and quarterly publications.
- Implemented quality control measures to ensure compliance with editorial standards.
- Conducted comprehensive content audits to identify areas for improvement.
- Collaborated with writers to refine articles, enhancing readability and engagement.
- Utilized advanced editing software to streamline the editing process.
- Trained and mentored junior editors, fostering professional development.

Copy Editor Digital Media Agency

Jan 2020 - Dec 2022

- Edited and proofread a wide range of digital content for accuracy and consistency.
 - Ensured all materials adhered to brand guidelines and tone of voice.
 - Worked closely with designers to create visually appealing layouts.
 - Analyzed web traffic data to optimize content for search engines.
 - Coordinated with marketing teams to support promotional campaigns.
 - Participated in editorial meetings to strategize content direction.
-

EDUCATION

Bachelor of Arts in English Literature, University of California, Berkeley, 2012

Sep 2019 - Oct 2020

ADDITIONAL INFORMATION

- **Technical Skills:** Copy Editing, Proofreading, Content Strategy, SEO, Project Management, Team Leadership
- **Awards/Activities:** Awarded 'Editor of the Year' by the National Association of Publishers in 2020.
- **Awards/Activities:** Increased readership engagement by 30% through strategic content enhancements.
- **Awards/Activities:** Successfully led a team that produced a best-selling quarterly magazine.
- **Languages:** English, Spanish, French