



# MICHAEL ANDERSON

## COPY EDITOR

### CONTACT

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

### SKILLS

- Academic Editing
- Technical Writing
- Manuscript Review
- Editorial Policies
- Collaboration
- Content Management Systems

### LANGUAGES

- English
- Spanish
- French

### EDUCATION

**MASTER OF ARTS IN EDITING AND PUBLISHING, UNIVERSITY OF CHICAGO, 2015**

### ACHIEVEMENTS

- Contributed to the publication of over 50 peer-reviewed articles in high-impact journals.
- Recognized for excellence in editorial accuracy in 2019 by the Editorial Association.
- Implemented a new tracking system that reduced manuscript processing time by 20%.

### PROFILE

Accomplished Copy Editor with extensive expertise in the publishing industry, specializing in academic and technical writing. Demonstrated ability to enhance the clarity, precision, and impact of complex texts while preserving the integrity of the original content. Proficient in collaborating with authors and subject matter experts to ensure accurate representation of information.

### EXPERIENCE

#### COPY EDITOR

##### Academic Publishing Group

*2016 - Present*

- Edited scholarly articles for clarity, coherence, and adherence to style guidelines.
- Collaborated with authors to enhance the impact of their research findings.
- Reviewed manuscripts for technical accuracy and consistency in citations.
- Utilized editing software to streamline the revision process.
- Maintained a comprehensive database of editorial policies and procedures.
- Participated in peer review processes to ensure publication quality.

#### EDITORIAL ASSISTANT

##### Research Journal

*2014 - 2016*

- Supported senior editors in the review and selection of submitted manuscripts.
- Assisted in the preparation of editorial content for publication.
- Tracked submission processes and maintained communication with authors.
- Conducted initial reviews to identify potential issues in manuscripts.
- Compiled feedback from peer reviewers for editorial decisions.
- Maintained organized records of editorial correspondence and publications.