



# Michael ANDERSON

## COPY EDITOR - FINANCIAL SERVICES

Proficient Copy Editor with specialized experience in financial and legal publications. Possesses a deep understanding of the intricacies of industry terminology, ensuring accuracy and clarity in complex documents. Proven ability to work under pressure while adhering to strict deadlines, delivering high-quality editorial work consistently. Recognized for a meticulous approach to editing, resulting in enhanced readability and comprehension for target audiences.

### CONTACT

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- 📍 San Francisco, CA

### SKILLS

- Legal Editing
- Financial Editing
- Compliance Review
- Attention to Detail
- Project Management
- Collaboration

### LANGUAGES

- English
- Spanish
- French

### EDUCATION

**BACHELOR OF ARTS IN LEGAL STUDIES, UNIVERSITY OF MICHIGAN, 2018**

### ACHIEVEMENTS

- Contributed to the publication of multiple high-stakes legal documents.
- Recognized for excellence in editorial accuracy in 2021.
- Developed a training program for new editors focused on legal terminology.

### WORK EXPERIENCE

#### COPY EDITOR - FINANCIAL SERVICES

Finance and Law Review

2020 - 2025

- Edited legal documents and financial reports for clarity and coherence.
- Collaborated with attorneys and financial analysts to ensure accuracy.
- Reviewed compliance documents to meet regulatory standards.
- Utilized specialized software for legal and financial editing.
- Maintained a comprehensive style guide for financial publications.
- Conducted final reviews before publication to ensure quality control.

#### EDITORIAL ASSISTANT - LEGAL PUBLICATIONS

Legal Insights Journal

2015 - 2020

- Supported senior editors in reviewing legal 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.