



MICHAEL ANDERSON

Copy Editor - Educational Materials

Dedicated Copy Editor with a strong foundation in educational publishing, specializing in K-12 materials. Recognized for a commitment to enhancing the clarity and effectiveness of educational content for diverse learning audiences. Proven ability to work collaboratively with educators and authors to produce high-quality instructional materials. Skilled in applying educational standards and best practices to ensure content relevance and accessibility.

CONTACT

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- michael.anderson@email.com
- San Francisco, CA

EDUCATION

Bachelor of Science in Education
University of Florida
2020

SKILLS

- Educational Editing
- Instructional Design
- Curriculum Development
- Collaboration
- Research
- Accessibility Standards

LANGUAGES

- English
- Spanish
- French

WORK EXPERIENCE

Copy Editor - Educational Materials

2020-2023

Scholarly Education Press

- Edited K-12 educational materials for clarity and instructional effectiveness.
- Collaborated with educators to ensure content aligns with curriculum standards.
- Reviewed manuscripts for age-appropriate language and accessibility.
- Utilized feedback from educators to improve content quality.
- Maintained a style guide for educational publications.
- Participated in focus groups to gather insights on educational needs.

Editorial Intern

2019-2020

Educational Resources Journal

- Assisted senior editors in reviewing educational content.
- Conducted research to ensure accuracy and relevance in educational topics.
- Supported the preparation of instructional materials for publication.
- Maintained organized records of editorial correspondence and submissions.
- Participated in team meetings to discuss content direction.
- Gathered feedback from educators on published materials.

ACHIEVEMENTS

- Contributed to the publication of award-winning educational resources.
- Recognized for excellence in editorial quality in 2022.
- Developed a feedback system that improved content relevance by 30%.