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SKILLS

- editorial management
- content production
- analytics
- project coordination
- team leadership
- publication scheduling

EDUCATION

BACHELOR OF JOURNALISM, UNIVERSITY OF MISSOURI

LANGUAGE

- English
- Spanish
- German

ACHIEVEMENTS

- Increased overall publication readership by 50% through strategic content initiatives.
- Awarded 'Editorial Excellence' for outstanding contributions to the editorial team.
- Successfully launched a new digital series that garnered significant audience attention.

Michael Anderson

EDITORIAL MANAGER

Results-driven Digital Content Publisher with a strong background in editorial processes and content management. Expertise in developing editorial calendars and managing publication schedules to ensure timely content delivery. Demonstrated ability to analyze content performance data to inform future strategies and improve audience engagement. Proficient in collaborating with writers, editors, and designers to produce compelling content that aligns with brand messaging.

EXPERIENCE

EDITORIAL MANAGER

Premier Publishing Group
2016 - Present

- Oversaw the editorial team to ensure high-quality content production.
- Developed and implemented editorial guidelines to maintain consistency.
- Managed publication schedules to meet deadlines across multiple platforms.
- Conducted regular performance reviews and feedback sessions for team members.
- Coordinated with marketing to align content with promotional efforts.
- Utilized analytics to assess content effectiveness and audience reach.

CONTENT PRODUCER

Digital News Today
2014 - 2016

- Produced engaging news content for digital platforms, increasing readership by 35%.
- Worked closely with reporters to refine and edit stories for publication.
- Utilized content management systems for efficient publication processes.
- Reviewed analytics to inform content adjustments and improvements.
- Maintained relationships with contributors and freelancers for content sourcing.
- Facilitated training sessions for new hires on digital content standards.