



Michael ANDERSON

EDITORIAL ASSISTANT

Strategic and detail-oriented Editorial Assistant with a focus on academic publishing. Possesses a comprehensive understanding of the editorial lifecycle and a commitment to enhancing the quality of scholarly works. Known for exceptional organizational and communication skills, facilitating seamless interactions with authors and editorial teams. Proficient in managing multiple projects simultaneously while adhering to strict deadlines.

CONTACT

- 📞 (555) 234-5678
- ✉️ michael.anderson@email.com
- 🌐 www.michaelanderson.com
- 📍 San Francisco, CA

SKILLS

- Academic publishing
- Peer review coordination
- Research
- Editing
- Database management
- Communication

LANGUAGES

- English
- Spanish
- French

EDUCATION

**BACHELOR OF ARTS IN HISTORY,
COLUMBIA UNIVERSITY, 2017**

ACHIEVEMENTS

- Streamlined the peer review process, reducing time to publication by 20%.
- Contributed to the publication of over 50 academic articles annually.
- Recognized for outstanding service with the 'Excellence in Research Support' award.

WORK EXPERIENCE

EDITORIAL ASSISTANT

Academic Press

2020 - 2025

- Facilitated the peer review process by coordinating communications between reviewers and authors.
- Edited manuscripts to ensure compliance with journal standards and formatting guidelines.
- Managed submission databases and tracked manuscript statuses effectively.
- Assisted in the preparation of editorial correspondence and publication announcements.
- Conducted literature reviews to support editorial decisions.
- Engaged with authors to provide feedback on manuscript revisions.

RESEARCH ASSISTANT

University Press

2015 - 2020

- Supported editorial staff in the publication of academic journals and books.
- Conducted data collection and analysis to inform editorial practices.
- Participated in editorial meetings to discuss content strategy and direction.
- Assisted in formatting and proofreading academic articles for publication.
- Collaborated with authors to ensure adherence to submission guidelines.
- Maintained a database of published works and author contributions.