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EXPERTISE SKILLS

- content development
- publication management
- leadership
- research
- editorial guidelines
- project tracking

LANGUAGES

- English
- Spanish
- French

CERTIFICATION

- Bachelor of Arts in Journalism, University of Washington, 2014

REFERENCES

John Smith

Senior Manager, Tech Corp
john.smith@email.com

Sarah Johnson

Director, Innovation Labs
sarah.j@email.com

Michael Brown

VP Engineering, Solutions Inc
mbrown@email.com

MICHAEL ANDERSON

EDITORIAL MANAGER

Strategic editorial manager with extensive experience in content development and publication management across various media platforms. Expertise in leading editorial teams to deliver impactful content that aligns with organizational objectives. Proficient in utilizing advanced editorial tools and methodologies to enhance productivity and quality. Strong analytical skills in assessing audience needs and tailoring content accordingly.

PROFESSIONAL EXPERIENCE

Premier News Network

Mar 2018 - Present

Editorial Manager

- Oversaw daily editorial operations, ensuring timely publication of news articles and features.
- Developed editorial guidelines and best practices to enhance content quality.
- Led a team of editors and writers, providing mentorship and performance feedback.
- Collaborated with the research team to ensure factual accuracy and relevance of content.
- Implemented a new editorial calendar system that improved project tracking.
- Coordinated with external contributors to diversify content offerings.

Cultural Insights Magazine

Dec 2015 - Jan 2018

Assistant Editor

- Assisted in crafting editorial content that resonated with target audiences.
- Reviewed submissions and provided constructive feedback to authors.
- Maintained the publication schedule and ensured deadlines were met.
- Conducted interviews and wrote feature articles on cultural topics.
- Collaborated with graphic designers to enhance visual storytelling.
- Participated in editorial meetings to discuss content direction and strategy.

ACHIEVEMENTS

- Increased readership by 35% through the introduction of new content segments.
- Received 'Editor of the Year' award for excellence in editorial leadership.
- Successfully managed a special issue that won a national journalism award.