



Phone: (555) 234-5678

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EXPERTISE SKILLS

- fact-checking
- editorial review
- manuscript assessment
- research
- project management
- communication

LANGUAGES

- English
- Spanish
- French

CERTIFICATION

- Bachelor of Arts in English Literature, University of California

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

FACT CHECKER

Meticulous fact-checker with extensive experience in the publishing industry, specializing in book publishing and editorial review processes. Recognized for the ability to identify discrepancies and ensure factual accuracy in diverse literary genres. Skilled in collaborating with authors, editors, and production teams to uphold the integrity of published works. Proficient in utilizing editorial management systems and content validation tools to enhance the accuracy of manuscripts.

PROFESSIONAL EXPERIENCE

Literary Publishing House

Mar 2018 - Present

Fact Checker

- Reviewed manuscripts for factual accuracy prior to publication.
- Collaborated with authors to clarify and verify content.
- Utilized editorial management systems for tracking revisions.
- Conducted thorough research to substantiate claims made in texts.
- Developed a checklist for fact-checking to streamline processes.
- Provided feedback to improve the accuracy of author submissions.

Independent Publishing Company

Dec 2015 - Jan 2018

Editorial Assistant

- Assisted in the fact-checking of articles for literary magazines.
- Coordinated with editorial teams to ensure accuracy of published content.
- Maintained a database of reliable sources for reference.
- Conducted market research to support editorial decisions.
- Reviewed proofs for errors and discrepancies before print.
- Participated in editorial meetings to discuss content strategies.

ACHIEVEMENTS

- Enhanced the accuracy of published works, contributing to three bestselling titles.
- Implemented a new fact-checking protocol that decreased errors by 35%.
- Recognized as Employee of the Month for outstanding performance in editorial support.