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SKILLS

- Editorial Operations
- Workflow Management
- Author Relations
- Compliance Audits
- Staff Training
- Research

EDUCATION

**MASTER OF ARTS IN COMMUNICATIONS,
BOSTON UNIVERSITY**

LANGUAGE

- English
- Spanish
- German

ACHIEVEMENTS

- Achieved a 20% improvement in submission processing times through workflow enhancements.
- Recognized for outstanding performance with the 'Rising Star Award' at Global Scholarly Press.
- Contributed to the successful launch of a new interdisciplinary journal.

Michael Anderson

EDITORIAL OPERATIONS COORDINATOR

Results-driven editorial coordinator with a comprehensive understanding of the publishing landscape and a commitment to advancing scholarly communication. Known for exceptional organizational skills and the ability to manage multiple projects simultaneously while maintaining high-quality standards. Expertise in cultivating productive relationships with authors, reviewers, and editorial teams to ensure seamless editorial processes.

EXPERIENCE

EDITORIAL OPERATIONS COORDINATOR

Global Scholarly Press

2016 - Present

- Coordinated operations for an extensive portfolio of academic journals, ensuring timely publication.
- Streamlined submission and review processes through the implementation of innovative systems.
- Enhanced communication between authors and editorial teams to facilitate smoother workflows.
- Conducted regular audits of editorial practices to ensure compliance with standards.
- Trained editorial staff on the use of editorial management software.
- Collaborated with external partners to promote journals and increase visibility.

EDITORIAL INTERN

University Press

2014 - 2016

- Assisted in the editorial management of journal submissions and reviews.
- Reviewed and formatted manuscripts according to submission guidelines.
- Maintained editorial databases and tracked submission progress.
- Supported the editorial team in preparing reports for stakeholders.
- Participated in team meetings to discuss publication strategies.
- Conducted research on publishing trends to inform editorial decisions.