MICHAEL
ANDERSON

Technical Publishing Editor

- San Francisco, CA
- (555) 234-5678
- michael.anderson@email.com

Detail-oriented Publishing Editor with significant experience in technical publishing, specializing in the production of manuals and instructional content. Expertise in collaborating with subject matter experts to ensure accuracy and clarity in technical documentation. Proven ability to manage multiple projects within strict deadlines while maintaining high quality standards. Highly skilled in utilizing project management tools and editorial software to streamline workflows.

WORK EXPERIENCE

Technical Publishing Editor | Global Technical Publisher　　　　　Jan 2022 – Present

- Managed the editorial process for technical manuals and user guides.
- Collaborated with engineers to ensure technical accuracy of content.
- Implemented style guides to maintain consistency in technical documentation.
- Conducted reviews and edits for clarity and usability.
- Coordinated with design teams to enhance visual presentation of manuals.
- Trained new editors on technical editing standards and practices.

Editorial Assistant | Technical Documentation Firm　　　　　Jul 2019 – Dec 2021

- Assisted in the preparation of technical documents and manuals.
- Edited content for clarity, consistency, and accuracy.
- Maintained version control of technical documentation.
- Supported project managers in meeting publication deadlines.
- Conducted research to validate technical information.
- Participated in team meetings to discuss project updates and challenges.

SKILLS

Technical Publishing　　Project Management　　Subject Matter Collaboration　　Editorial Software　　Quality Assurance

User-Centric Documentation

EDUCATION

Bachelor of Science in Technical Communication　　　　　2012
University of Illinois

ACHIEVEMENTS

- Improved documentation clarity, resulting in a 20% decrease in user inquiries.
- Successfully led a project that streamlined manual production timelines.
- Recognized for outstanding contributions to technical documentation quality.

LANGUAGES

English　　Spanish　　French