MA

Michael Anderson

PUBLISHING PROJECT COORDINATOR

📞 (555) 234-5678

✉️ michael.anderson@email.com

📍 San Francisco, CA

🌐 www.michaelanderson.com

SKILLS

- Project Coordination
- Editorial Management
- Digital Workflow
- Communication Skills
- Quality Control
- Market Research

EDUCATION

BACHELOR OF ARTS IN COMMUNICATIONS, UNIVERSITY OF EXAMPLE, 2016

LANGUAGE

- English
- Spanish
- German

ACHIEVEMENTS

- Increased publication efficiency by 25% through streamlined processes.
- Recognized for outstanding teamwork and communication with a company award.
- Successfully launched a new series that captured significant market interest.

Innovative and detail-focused Publishing Production Coordinator with an extensive background in project management and editorial production, spanning over six years. Known for a robust ability to balance quality and efficiency in delivering diverse publishing projects. Proficient in utilizing modern publishing technologies and tools to drive productivity and ensure compliance with industry standards.

EXPERIENCE

PUBLISHING PROJECT COORDINATOR

Visionary Media

2016 - Present

- Coordinated production timelines for over 150 projects per year.
- Implemented a new digital workflow that improved project tracking and communication.
- Collaborated closely with authors and illustrators to enhance content quality.
- Conducted training on best practices for editorial and design teams.
- Managed the editorial calendar to ensure timely publication releases.
- Oversaw the proofreading and editing process to maintain high standards.

JUNIOR PRODUCTION COORDINATOR

Heritage Books

2014 - 2016

- Assisted in the coordination of print and digital publication projects.
- Maintained project documentation and schedules for various titles.
- Supported the design team in layout and formatting tasks.
- Engaged with authors to gather necessary materials for publication.
- Utilized feedback to refine production processes and improve outcomes.
- Conducted market research to understand audience needs.