



MICHAEL ANDERSON

Academic Publishing Coordinator

Proficient Publishing Production Coordinator with a specialization in academic publishing and over four years of experience. Focused on ensuring the timely and accurate production of scholarly materials while adhering to rigorous academic standards. Demonstrates a strong ability to collaborate with authors and editorial teams to enhance the quality and impact of published works.

WORK EXPERIENCE

Academic Publishing Coordinator

2020-2023

Scholarly Press

- Coordinated the production of academic journals and books, managing timelines and editorial processes.
- Collaborated with researchers and authors to ensure content accuracy and relevance.
- Implemented efficient tracking systems to monitor project progress.
- Assisted in the preparation of marketing materials for new publications.
- Maintained communication with peer reviewers to facilitate timely feedback.
- Ensured compliance with academic publishing standards and guidelines.

Production Assistant

2019-2020

Academic Publishing House

- Supported the production team in preparing manuscripts for publication.
- Conducted proofreading and editing of academic texts.
- Managed schedules and documented project updates.
- Engaged with authors to gather necessary revisions and feedback.
- Assisted in the layout and formatting of academic journals.
- Facilitated communication between editorial and design teams.

ACHIEVEMENTS

- Successfully published over 50 academic articles within deadlines.
- Improved peer review turnaround time by 30% through enhanced coordination.
- Awarded for exceptional service in managing the publication process.

CONTACT

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San Francisco, CA

EDUCATION

Bachelor of Arts in Publishing Studies

University of Example
2017

SKILLS

- Academic Publishing
- Project Management
- Editorial Review
- Compliance Standards
- Communication
- Resource Management

LANGUAGES

- English
- Spanish
- French