

# MICHAEL ANDERSON

Senior Publishing Coordinator

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Experienced and highly organized Publishing Production Coordinator with expertise in managing multi-channel publishing projects. Over nine years of experience in overseeing production processes that enhance the visibility and accessibility of published works. Strong background in both traditional and digital formats, with a focus on optimizing workflows to increase productivity. Proven track record of building and sustaining relationships with authors, editors, and external vendors to ensure project success.

## WORK EXPERIENCE

### Senior Publishing Coordinator | Universal Publishing Group

Jan 2022 – Present

- Led a team in the production of over 250 titles annually across various formats.
- Developed and implemented innovative strategies to enhance production efficiency.
- Conducted market analysis to identify emerging trends and opportunities.
- Managed relationships with key stakeholders to ensure alignment on project goals.
- Oversaw budgeting and resource allocation for multiple projects.
- Facilitated training for staff on new publishing technologies and best practices.

### Production Associate | Regional Publishing House

Jul 2019 – Dec 2021

- Assisted in the production of various print and digital publications.
- Maintained project documentation and schedules for timely delivery.
- Collaborated with marketing teams to support promotional efforts.
- Utilized publishing software to streamline production tasks.
- Conducted quality checks on final products to ensure adherence to standards.
- Engaged in continuous learning to stay current with industry developments.

## SKILLS

Project Coordination

Multi-Channel Publishing

Market Analysis

Stakeholder Management

Budget Oversight

Quality Assurance

## EDUCATION

### Bachelor of Arts in Media Studies

2011

University of Example

## ACHIEVEMENTS

- Increased overall publication efficiency by 35% through effective process changes.
- Received a company award for excellence in production management.
- Successfully launched a new digital series that attracted 15,000 subscribers in the first quarter.

## LANGUAGES

English

Spanish

French