MICHAEL
ANDERSON

Editorial Associate

- San Francisco, CA
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Proficient Scholarly Publishing Specialist with a strong foundation in academic publishing and a commitment to promoting scholarly excellence. Extensive experience in the editorial process, from manuscript evaluation to final publication. Skilled in fostering collaborative relationships with authors and academic institutions, ensuring a supportive and transparent publishing environment. Adept at employing editorial best practices to enhance the quality and impact of published research.

WORK EXPERIENCE

Editorial Associate | Peer Reviewed Journal
Jan 2022 – Present

- Assisted in managing the editorial workflow for academic submissions.
- Supported peer review processes by coordinating with reviewers and authors.
- Maintained databases of submissions, ensuring accuracy and confidentiality.
- Conducted quality checks on manuscripts prior to publication.
- Engaged with the academic community to solicit high-quality submissions.
- Contributed to the development of promotional materials for published works.

Editorial Intern | Academic Publishing Company
Jul 2019 – Dec 2021

- Supported editorial staff in daily operations and manuscript management.
- Assisted in the preparation of editorial board meeting materials.
- Conducted literature reviews to inform editorial practices.
- Maintained records of manuscript submissions and reviewer feedback.
- Engaged with authors to facilitate the review process.
- Participated in outreach efforts to attract quality submissions.

SKILLS

Editorial Management   Peer Review Support   Quality Assurance   Author Engagement   Literature Review

Outreach Initiatives

EDUCATION

B.A. in Publishing
2015 – 2019

University of PQR

ACHIEVEMENTS

- Contributed to a 20% increase in submission rates during tenure.
- Recognized for excellence in editorial support.
- Successfully implemented a new tracking system for manuscript submissions.

LANGUAGES

English   Spanish   French