



MICHAEL ANDERSON

TYPESETTING LEAD

PROFILE

Accomplished Typesetting Specialist with extensive experience in the academic publishing sector, specializing in the typesetting of scholarly articles and textbooks. Demonstrates a profound understanding of academic standards and the intricacies of formatting complex documents. Remarkable ability to collaborate with authors and editors to produce polished manuscripts that meet rigorous academic criteria.

EXPERIENCE

TYPESETTING LEAD

Academic Press

2016 - Present

- Directed the typesetting of academic journals, ensuring compliance with editorial guidelines and formatting requirements.
- Utilized LaTeX for typesetting complex mathematical and scientific texts, enhancing accuracy.
- Collaborated with authors to refine manuscripts, providing feedback on formatting and presentation.
- Implemented a peer-review system for typeset documents, significantly reducing errors in final publications.
- Conducted training sessions for new hires on typesetting software and academic formatting standards.
- Achieved a 20% reduction in production time through efficient workflow management.

TYPESETTER

Scholarly Publications

2014 - 2016

- Performed typesetting for a variety of scholarly works, adhering to strict academic publishing standards.
- Utilized InDesign for layout design, ensuring clarity and readability of complex texts.
- Engaged with editors to ensure that typeset documents met all content specifications.
- Managed multiple projects simultaneously, prioritizing tasks to meet tight deadlines.
- Reviewed proofs and made necessary adjustments to enhance the overall quality of publications.
- Contributed to the development of a style guide for typesetting that streamlined processes across the team.

CONTACT

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

SKILLS

- LaTeX
- Adobe InDesign
- scholarly publishing
- project management
- proofreading
- collaboration

LANGUAGES

- English
- Spanish
- French

EDUCATION

MASTER OF ARTS IN PUBLISHING,
UNIVERSITY OF PUBLISHING STUDIES,
2011

ACHIEVEMENTS

- Received the 'Excellence in Typesetting' award from the Academic Publishing Association in 2019.
- Increased the efficiency of typesetting operations by 30% through the introduction of new software tools.
- Published a research paper on typesetting innovations in academic journals, gaining recognition in the field.