
Academic Editor Resume

Job Objective

To be given the opportunity to use my past experiences and education as Academic Editor to help company grow and meet long-term goals.

Summary of Qualifications:

- Remarkable experience with online information systems in academic environment
 - Expertise in editing and incorporating multimedia materials – photos, images and videos
 - Proficient with Microsoft Word, Power point, HTML and web authoring tools
 - Good understanding of journals publishing, management and development
 - Familiarity with education issues, layout and production
 - Ability to work with clients with differing linguistic and cultural backgrounds
 - Ability to copyedit, review, and post content
 - Excellent reporting and editing skills
-

Work Experience:

- Academic Editor, July 2007 – Present
 - Nature Publishing Group, Los Angeles, CA
 - Edited research papers, checked for English language usage, sentence structure and punctuation used made necessary changes as required.
 - Ensured final papers to be free of any grammatical errors.
 - Composed sentences according to content managed tenses and made necessary changes.
 - Assisted author and prepared a cover letter of original document for readers.
 - Coordinated with clients and made changes as required to documents.
 - Academic Editor, March 2004– June 2007
 - Cactus Communications, Los Angeles, CA
 - Drafted monthly e-letters researched and incorporated all necessary activities on campus.
 - Prepared various articles for universities by conducting regular research using educational software.
 - Composed various informational brochures and prepared online programs for same.
 - Edited and proof read all technical content prior to its publication, checked content for various specifications.
 - Formulated online documentation and edited it.
 - Coordinated with director and principal investigators and prepared final project reports.
 - Developed various online surveys and forms as required by client
-

Education:

- Bachelor's Degree in Chemistry, Seminole State College, Sanford, FL
- Master's Degree in Chemistry, Northern Illinois University, De Kalb, IL

[Build your Resume Now](#)