
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

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