
Copy Editor Resume

Job Objective

Searching for a position in which to utilize my skills and training as Copy Editor to their fullest.

Summary of Qualifications:

- Vast experience in writing, editing and managing high-quality written
 - Working knowledge of standard style guides (AP)
 - Outstanding knowledge of research methods and techniques
 - Wide knowledge of publishing functions, process, and formats
 - Familiarity with journalistic research, methods and techniques
 - Ability to understand applicable rules, regulations, policies and procedures
 - Proficient with MS Office products – Word, Excel, PowerPoint, and Outlook
 - Excellent line editing, copyediting and proofreading skills
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Work Experience:

- Copy Editor, July 2007 – Present
 - Seminole Tribe of Florida, Southfield, MI
 - Wrote all materials for publication and evaluated it check for spellings and punctuations.
 - Evaluated dates and facts in written materials using standard references.
 - Monitored copies and at times modified it to ensure its compliance to publication standards and policies.
 - Maintained copies for printer and market it appropriately for particular type set required.
 - Streamlined edit copies and supplemented it with appropriate photographs and other illustrations.
 - Developed page layout and prepared illustration according to space availability.
 - Copy Editor, March 2004– June 2007
 - Marsh, Southfield, MI
 - Edited and proof read all communications checked for spellings and syntax.
 - Ensured compliance to Mercer editorial style and client requirement.
 - Monitored copies to rewrite sentences when required to meet necessary standards.
 - Managed all edit copies, marked copies with proof read marks and ensured changes in electronic formats.
 - Coordinated with writers, copy editors and account managers and ensured client satisfaction.
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Education:

- Bachelor's Degree in Journalism, Otterbein College, Westerville, OH

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