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## Journal Editor Resume

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### Job Objective

Actively seeking Journal Editor position in which to contribute my knowledge in this field to the overall success of company.

### Summary of Qualifications:

- Remarkable experience with journal publication process
- Good understanding of journals publishing, management and development
- Ability to make presentations
- Ability to effectively monitor financial statements
- Ability to analyze costs and perform financial reporting
- Ability to prioritize work and complete projects within specified timeframe
- Outstanding negotiation and editing skills

### Work Experience:

- Journal Editor, July 2007 – Present
- Atlantic Media Company, Englewood, CO
- Managed all work according to editorial policy of journal.
- Developed and made changes to editorial policies.
- Identified articles and ensured compliance to subject matter of journals.
- Monitored all articles and approved and disapproved it accordingly.
- Trained review board members and developed necessary guidelines.
- Reviewed articles and selected reviewers from same.
- Ensured reviewers to be impartial.
- Journal Editor, March 2004– June 2007
- Capital Newspapers, Englewood, CO
- Reviewed work of all editorial review board members.
- Scheduled reviewers and ensured compliance to all deadlines.
- Ensured all review process remains to be confidential.
- Managed a review of articles, prepared a list of accepted, rejected and pending articles.
- Maintained good working relations with authors and reviewers.
- Monitored work of authors and ensured compliance to all Copyright Laws.
- Coordinated with production staff and maintained schedule for production process.
- Prepared an annual report to be presented to board of directors.

### Education:

- Bachelor's Degree in English, Ohio Valley University, Vienna, WV

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