
Legal Editor Resume

Job Objective

Experienced Legal Editor seeking a position with growing firm that can greatly benefit from my expertise.

Summary of Qualifications:

- Remarkable experience in publishing legal materials
 - Wide knowledge about editing law publication
 - Exceptional knowledge of all information related to legal profession
 - Familiarity with federal and state regulatory, legislative, and judicial processes
 - Proficient with Microsoft Word, Excel, Access and Westlaw
 - Solid research skills and editing Skills
 - Ability to meet deadlines and maintain good relations with stakeholders
 - Ability to carry out assigned research and writing projects
 - Excellent editing and organizational skills
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Work Experience:

- Legal Editor, July 2007 – Present
 - O'Connor's, Wichita, KS
 - Verified books and ensured accuracy of content.
 - Managed editorial work and ensured compliance to editorial style.
 - Edited legal text books and researched on all legal issues for verifying its accuracy.
 - Planned and scheduled tasks for projects and prepared related activities.
 - Monitored all enquires made by management and marketing personnel and answered it appropriately.
 - Legal Editor, March 2004– June 2007
 - Kaplan PMBR – Bar Review, Wichita, KS
 - Wrote and edited legal content with help of various Federal and local laws.
 - Monitored publication and updated content in appropriate books.
 - Maintained knowledge of all new laws and changes made accordingly.
 - Edited legal texts with help from expert authors.
 - Gathered all customer feedback and market knowledge and developed products.
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Education:

- Juris Doctor Degree, East Georgia College, Swainsboro, GA

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