
Manuscript Editor Resume

Job Objective

Seeking an opportunity to use my outstanding Manuscript Editor skills to help growing company build a positive reputation.

Summary of Qualifications:

- Remarkable experience with manuscript editing
 - Profound knowledge of medical and scientific editing
 - Huge knowledge of publishing processes, medical and scientific concepts and foreign languages
 - Solid understanding of AMA style and medical terminology
 - Familiarity with electronic editing
 - Proficient with MS Office Applications – Word, Excel and MS Access
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Summary of Qualifications:

- Manuscript Editor, July 2007 – Present
 - Massachusetts Medical Society, Syracuse, NY
 - Proofed manuscripts and managed rewriting as required.
 - Formulated format of figures and tables and coordinated with medical illustrators.
 - Outlined interactive content according to style.
 - Assisted authors and edited galleys and pages.
 - Corresponded with deputy editors and executive editor as well as managed technical research.
 - Coordinated in departmental meetings.
 - Manuscript Editor, March 2004– June 2007
 - Johns Hopkins University, Syracuse, NY
 - Proofed scientific manuscripts and outlined format of figures and tables.
 - Coordinated with medical illustrators and edited online-only content.
 - Coordinated with authors and authorized the author's proposed changes.
 - Checked galleys and pages for style, consistency, clarity and grammar.
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Education:

- Bachelor's Degree in English, Saint Leo University, Saint Leo, FL
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