
Production Editor Resume

Job Objective

Seeking a career as Production Editor in which I can use my skills and experience to grow with company and become a valued member of the team.

Summary of Qualifications:

- Remarkable experience with production coordination
 - Huge knowledge of English grammar and punctuation
 - Deep knowledge of editorial styles
 - Proficient with MS Office and Adobe Acrobat
 - Familiarity with
 - Ability to read, comprehend, analyze interpret concepts and documents
 - Ability to manage timelines and resolve problems
 - Strong copyediting and proofreading skills
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Work Experience:

- Production Editor, July 2007 – Present
 - SAGE Publications, Reno, NV
 - Coordinated with editors and society representatives as well as evaluated number of journal pages.
 - Formulated article for copy editor and dispatched article proofs to editors and authors.
 - Reviewed proof corrections made by designers and typesetters.
 - Evaluated accuracy of article files publishing online and conducted final issue check.
 - Corresponded with the departmental supervisor and maintained journal editorial board listings.
 - Authorized to send designated journals to press on time and outlined departmental forms.
 - Production Editor, March 2004– June 2007
 - American Society of Clinical Oncology, Reno, NV
 - Formulated journal content and handled editing and proof process.
 - Coordinated with authors and editorial offices and reviewed production schedules.
 - Corresponded about status of content and assured completion of all material.
 - Administered editing and coding of manuscript and smoothened article prepub process.
 - Collaborated with customers, vendors and editorial offices.
 - Oversaw additions to standard template designs and page budgets.
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Education:

- Bachelor's Degree in English, Kenai Peninsula College, Soldotna, AK

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