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## Publishing Editor Resume

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### Job Objective

Seeking a challenging position as a Publishing Editor where my skills and knowledge will add value to organization.

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### Highlights of Qualifications:

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- Wide experience in development of successful list of peer reviewed journals
  - Profound knowledge of publishing software packages
  - Skilled in Adobe Creative Suite, math and science
  - Familiar with Windows XP, MS Outlook and Word
  - Ability to build and maintain good relationships
  - Excellent English oral and written communication skills
  - Excellent eye for detail and able to keep accurate records
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### Professional Experience:

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Publishing Editor  
American Express, Orlando, FL  
August 2005 – Present

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### Responsibilities:

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- Liaised with journal editors and colleagues within the company.
- Developed reports for editorial board meetings, collated and analyzed statistics.
- Attended editorial meetings as required.
- Assisted with budget data gathering, monthly statistical reports and market research.
- Maintained journal web sites and administrative databases.
- Dealt with telephone calls, correspondence and routine enquiries.
- Provided appropriate cover in the Managing Editors'/Publisher's absence.

Publishing Editor  
Kelly Services, Orlando, FL  
May 2000 – July 2005

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### Responsibilities:

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- Edited documents for consistency and appropriate language.
  - Compiled well-written letters, documents and creative copy.
  - Assured that the production process runs smoothly and that publications are printed on time.
  - Commissioned new editions and online resources.
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### Education:

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Bachelor's Degree in English  
TransPacific Hawaii College, Honolulu, HI

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