



# NOAH WILLIAMS

Copy Editor

✉ support@qwikresume.com

☎ (123) 456 7899

📍 Los Angeles

🌐 www.qwikresume.com

## SKILLS

Content Management Systems



Quality Assurance Techniques



Editorial Workflow Optimization



Formatting expertise



Collaborative mindset



## INTERESTS

📖 Birdwatching 🧳 Traveling

🏆 Sports Coaching 🧶 Knitting

## STRENGTHS

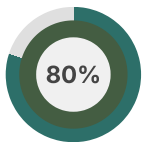
🔗 Pragmatism

🍃 Sensitivity

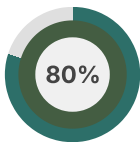
💖 Sincerity

⚓ Stability

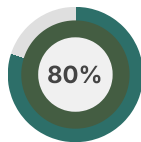
## LANGUAGES



English



Spanish



Hindi

## ACHIEVEMENTS

★ Streamlined editorial processes resulting in a 20% reduction in publication time.

★ Achieved a 98% accuracy rate in proofreading across various marketing materials.

## PROFESSIONAL SUMMARY

With a decade of experience as a Copy Editor, I masterfully refine content to enhance clarity, engagement, and coherence across multiple platforms. My expertise encompasses rigorous proofreading, adherence to various style guides, and effective collaboration with diverse teams to ensure high editorial standards. I am dedicated to producing polished narratives that resonate with audiences while navigating tight deadlines in fast-paced environments.

## WORK EXPERIENCE

### Copy Editor / Proofreader

📅 Jan / 2019-Ongoing

Maple Leaf Consulting

📍 Toronto, ON

1. Copy edits and proofreads all marketing materials for one of the largest nonprofit career colleges, ensuring clarity and adherence to brand standards.
2. Maintains grammatical accuracy and brand consistency in various print ads and radio scripts.
3. Manages a diverse workload with assignments from multiple departments, consistently meeting rigorous deadlines.
4. Collaborates with accreditation and licensing teams to ensure compliance with federal and state regulations.
5. Utilizes Aprimo project management system, providing user training, technical support, and workflow enhancements.
6. Works with outside advertising agencies and vendors to uphold brand standards and quality.
7. Conducts quality assurance checks on published content, implementing improvements for efficiency and accuracy.

### Associate Editor

📅 Jan / 2015-Jan / 2019

Lakeside Apparel Co

📍 Chicago, IL

1. Aggregated and crafted daily online news stories and monthly updates for two trade publications.
2. Edited, coded in HTML, and posted articles, ensuring consistency and accuracy in presentation.
3. Successfully led a team of freelance writers, fostering collaboration and editorial excellence.
4. Edited columns, feature articles, and blue lines for the monthly print magazine, enhancing overall quality.
5. Developed, edited, and distributed weekly e-newsletters, increasing audience engagement.
6. Reviewed text for logical structure and appropriate style tailored to the target audience.

## EDUCATION

### Bachelor of Arts in English

📅 Jan / 2012-Jan / 2015

University of California

📍 Chicago, IL

Focused on writing, editing, and literature.