

ROBERT SMITH

Production Editor

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Production Editor with 15 years' experience in the editorial office of a leading international cardio thoracic journal. Excellent communication skills and attention to detail.

CORE COMPETENCIES

Publications Production, Microsoft Office, HTML, Adobe Photoshop, CSS.

PROFESSIONAL EXPERIENCE

Production Editor

ABC Corporation - January 2002 – September 2005

Key Deliverables:

- Logged in and tracked manuscripts, processed decisions, transmitted accepted material to the publisher.
- Performed style checks on manuscripts and maintained manuscript files.
- Used Photoshop to retouch images received from the authors to improve the quality of the publication.
- Answered author, reviewer, and publisher queries drafted letters.
- Handled manuscript status inquiries and other phone calls/faxes/e-mails to the Editorial Office.
- Assisted with proofreading of journal material.
- Processed CME activities and monitored activity deadlines.

Production Editor

Delta Corporation - 1997 – 2002

Key Deliverables:

- The position involved managerial and scheduling duties, such as coordinating with freelance editors, physician-level writers, and medical writers.
- Responsible for overseeing production processes and content of publications -- Focused on managing a publication and its staff -- Communicates.
- Assisted with layout design for young adult nonfiction books, handling approx. titles per season; input art and editorial changes throughout all stages of the manuscript process while maintaining layout design and index.
- Overseeing the production process from transmittal to bound book for twenty titles each year, working with and hiring freelance copyeditors, .
- Ensured adherence to page layout specifications and adjusted layout of Microsoft software packaging, CD-ROM components, product datasheets, and end-.
- Responsible for overseeing production processes and content of publications Focused on managing a publication and its staff, Communicates.

ROBERT SMITH

Production Editor

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

EDUCATION

- BS In Editing