

# ROBERT SMITH

## Production Editor

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### SUMMARY

Clear and concise Writer, Editor, and Graphic Designer with expertise in identifying market needs and collaborating with editorial staff to develop content for leading publications. Adept proofreader, ensuring content meets company guidelines and specifications; supervisor of editorial development, overseeing quality and consistency.

### CORE COMPETENCIES

Microsoft Office, Mac OS, Adobe Creative Suite.

### PROFESSIONAL EXPERIENCE

#### Production Editor

##### ABC Corporation - 2014 – 2015

#### Key Deliverables:

- Managed new product-related content drafted by 20 freelance staff members to be published on the grant research companys website.
- Scheduled and planned all aspects of content development, from determining content focus to paying freelance staff.
- Partnered with freelancers to convey assignment details and review and edit work.
- Created workflow and task descriptions.
- Trained freelancers on guidelines and sales/marketing staff on products.
- Created marketing materials for company collateral and websites.
- Increased subscriptions of product 1050% since its inception.

#### Production Editor

##### Delta Corporation - 2010 – 2014

#### Key Deliverables:

- Edited and proofread copy for style, clarity, grammar, accuracy Performed executive assistant duties for managing editor Produced final copy for.
- Monthly hardcover journal Clinical Orthopaedics and Related Research Copy edited, sized art, and obtained permissions.
- Page layout, illustration, and typesetting on The Lancet, a leading, weekly, international medical journal using Quark Xpress, Adobe Illustrator.
- Production and editorial management for college-level textbooks and online products; author, vendor, schedule, and budget management including.
- Heavy collaboration with authors, editors, web development, media producers.
- Weekly reporting to various teams.
- Managed editorial production of scientific journals.

### EDUCATION

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