Resume sample for Editor

Your Full Name

Sender’s Mailing Address

Sender’s Phone Numbers

Sender’s Email Address

**Professional Experience**

* Highly seasoned and reliable editor with an excellent work history in writing editing and translation.
* Adept at bringing multiple simultaneous editorial projects to completion with comprehensive professionalism and accuracy.
* Able to manage small and large groups of assistant editors’ proofreaders and copywriters as warranted by the project.

**Core Qualification**

* Wide breadth of experience in writing editing and proofreading.
* Strong skills in both print and online editing.
* Exceptional reading and writing translation abilities in German and Japanese.
* Superior proficiency in using MS Office, Adobe, Html and Photoshop.
* Excellent ability to work solely.
* High interpersonal and communication skills.

**Professional Experience**

Assistant Editor 2010-2012

Xyz industries

Researched, gathered, organized, and summarized data for 5teams to analysis audience rating.

* Designed and created documents using Excel or Access to import and export economic data.
* Scheduled meeting with different department staff.
* Maintained and purchased needs for the Economic department.

Editor 2008-2010

Xyz Inc.

* Formatted and edited documents Texas DFPS according to HHS.
* Developed and presented training sessions to acquaint state policy.
* Complete Basic and intermediate Adobe Dreamweaver training for use in policy and handbook publication.
* Assisted the team lead in the management and assignment of projects in the department’s policy Alert Tracking system.

**Education**

Master’s Degree- English 2008

University of California

Bachelor’s Degree- English and German 2006

University of california