

John Rosenberg

123 Your Street, New York, NY
jrosenberg@example.com
(123) 456-7890

An accomplished Copy Editor with eight years of experience, specializing in copy editing, proofreading, copywriting, and project management. A proven track record of leading teams of writers and editors to publish high-quality digital publications. Adept at defining style guidelines and overseeing quality assurance throughout the writing, editing, and publishing process.

Education

Bachelor of Arts in English
University Of Pennsylvania,
Philadelphia, PA
September 2009 - May 2013

Key Skills

- Copywriting
- Quality assurance
- Digital publications
- Editing
- Word Press
- Proofreading

Professional Experience

Senior Copy Editor
Philadelphia Med Research Inc., Philadelphia, PA 1 September 2017
Present

- Oversee the publication of digital articles for a medical research company, edit and proofread copy, and ensure alignment with style guidelines and deadlines
- Manage a team of editors and copywriters, evaluate drafts, deliver constructive feedback to improve writing quality, and provide coaching and mentorship
- Lead meetings with the editorial team to refine the publication process by improving collaboration between writers, editors, and the IT department
- Coordinate workflows and publications using Google Suite and Word Press

Proofreader Editor
Philly Product Research Group, Philadelphia, PA 1 September 2013
September 2017

- Wrote, edited, and proofread copy for a product research company, which included performing research on market indicators and case studies to create digital articles
- Analyzed drafts from the creative team, identified punctuation and grammatical errors, and provided feedback on articles to ensure compliance with quality standards