

LIV SIMPSON

Editor

✉ liv.simpson@email.com

☎ (123) 456-7890

📍 New York, NY

🌐 [LinkedIn](#)

EDUCATION

Bachelor of Arts

English Literature

Columbia University

📅 2013 - 2017

📍 New York, NY

SKILLS

- Microsoft Word
- WordPress
- Slack
- Grammarly
- EndNote
- Asana
- Final Draft
- Copyscape
- A/B Testing

WORK EXPERIENCE

Editor

HarperCollins Publishers

📅 2020 - current 📍 New York, NY

- Provided timely editing and styling feedback via Asana and achieved a 96% author satisfaction rating
- Utilized EndNote to seek citation clarification, **increasing change tracking efficiency by 51%**
- Collaborated with a cross-functional publishing team on a book that sold 901K copies in its debut year and pushed up annual sales targets to 217%
- Fine-tuned grammar and syntax on 51+ books using Grammarly, 71% of them becoming best sellers

Assistant Editor

Condé Nast

📅 2018 - 2020 📍 New York, NY

- **Expanded online readership by 48%** through engaging strategies and content optimization
- Implemented A/B Testing for headlines, which resulted in a 21% increase in magazine sales
- Maintained an average Copyscape originality rate of 98.7% in all content
- Managed proofreading and editing process for a weekly magazine with a strict schedule, consistently meeting deadlines

Editorial Intern

Hearst Magazines

📅 2017 - 2018 📍 New York, NY

- Boosted social media post engagement by 37% through regular and timely updates on upcoming publications
- Achieved online readers 89% retention rate by tracking readers' content trends using Slack
- Fact-checked secondary information in 41+ articles to bolster credibility and accuracy
- Edited and generated citations for 14 articles per week on QuillBot to ensure clarity, accuracy, and style compliance