

# RESUME 1

## COPYEDITOR

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NEW DEHLI, DEHLI

### OBJECTIVE

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To utilize my expert editorial skills to deliver error-free, engaging, and high-quality content for a variety of clients and industries.

### SKILLS & ABILITIES

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Expertise in editing for grammar, syntax, spelling, and punctuation, with a keen eye for detail and the ability to maintain the author's voice and intent.

### EXPERIENCE

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20XX – 20XX

**Senior Editor, Surat, Gujarat**  
Paarivaarik Samaachar

Edited news articles, features, and opinion pieces for print and online editions, adhering to the newspaper's style guide and editorial standards

20XX – 20XX

**Copyeditor, Jaipur, Rajasthan**  
Paarivaarik Samaachar

Edited manuscripts for various genres, including fiction, non-fiction, and young adult, ensuring consistency, clarity, and accuracy

### EDUCATION

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June 20XX

**Master of Fine Arts in Writing and Publishing**  
Ehsaas College of the Arts

Completed a rigorous curriculum in professional writing, publishing, and editorial practices.

### COMMUNICATION

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Strong written and verbal communication skills, including the ability to provide constructive feedback and collaborate effectively with writers, editors, and other stakeholders.

### LEADERSHIP

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Ability to manage multiple projects simultaneously and meet tight deadlines, while maintaining the highest standards of quality.