1. Composed [Type] pieces for people between ages [Number] to [Number] using appropriate voice tones and word choice.
2. Authored [Number] books with style and voice to fit selected genres.
3. Completed accurate and polished formatting in line with publishing standards prior to submission.
4. Chose cover photography or artwork, selected fonts and arranged designs to attract target readership.
5. Maintained current understanding of industry and [Type] genre trends, enhancing writing and marketing success.
6. Led [type] team in delivery of [type] project, resulting in [result].
7. Cultivated social media following across [Number] platforms with more than [Number] total followers.
8. Consulted with editors to shape story and eliminate any errors.
9. Resolved problems, improved operations and provided exceptional service.
10. Prepared and submitted professional proposals to select publishers to outline works, promotional skills and literary experience.
11. Delivered exceptional level of service to each customer by listening to concerns and answering questions.
12. Developed and maintained courteous and effective working relationships.
13. Managed team of [number] employees, overseeing hiring, training, and professional growth of employees.
14. Performed duties in accordance with all applicable standards, policies and regulatory guidelines to promote safe working environment.
15. Eliminated downtime and maximized revenue by providing top project quality control.
16. Completed all paperwork, recognizing any discrepancies and addressing them in a timely fashion.
17. Maintained and repaired facilities, equipment and tools to achieve operational readiness, safety and cleanliness.
18. Completed minor preventative maintenance and mechanical repairs on equipment.
19. Demonstrated respect, friendliness and willingness to help wherever needed.
20. Handled day-to-day running of [project or department or task], ensuring high levels of productivity and progression.