| JORDAN ELLIS | 4321 W Go Drive,  Seattle, WA  jordanellis@email.com  444.555.6666 |
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| Objective | Aiming to thrive in an editor position at [Target Company], where my specialized skills in editing, project management, and graphic design can be maximally utilized. Intent on delivering content that is both compelling and meticulously crafted and aligns seamlessly with the company's vision and objectives. |
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| Skills & Abilities | * Editing & Proofreading Excellence * Project Management & Coordination * Digital Media Management * Author & Team Collaboration * Research & Content Development |
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| Experience | Senior Editor | XYZ PublishingJan 20xx - Present Customized publishing processes to align with [Target Company]'s objectives. Assistant Editor | ABC PublishingJan 20xx – Dec 20xx Contributed to project management and graphic design initiatives. |
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| Education | Bachelor of Arts in EnglishUniversity of Washington Graduated with a 3.9 GPA, Dean’s List honoree |
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| Certifications | * Adobe Certified Expert (ACE) * Copyediting Certificate |