| JORDAN ELLIS | 4321 W Go Drive,Seattle, WA jordanellis@email.com444.555.6666 |
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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 Publishing Jan 20xx - PresentCustomized publishing processes to align with [Target Company]'s objectives.Assistant Editor | ABC Publishing Jan 20xx – Dec 20xxContributed 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
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