Jordan Ellis

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# OBJECTIVE

Motivated publishing professional armed with a wealth of experience in editing, project management, and digital media management, aspiring to contribute these proficiencies to a dynamic publishing team. With a meticulous eye for detail and a robust project management background, I aim to drive project excellence, ensuring that every publication not only meets but exceeds industry standards, while facilitating seamless coordination and timely delivery in all stages of the publishing process.

# EXPERIENCE

## Senior Editor

### XYZ Publishing | Seattle, WA Feb 20XX – Jan 20XX

Managed multiple publishing projects from inception to completion.

Coordinated with authors, designers, and other editors to ensure timely delivery.

## Assistant Editor

### ABC Publishing | Seattle, WA Jul 20XX – Jun 20XX

Assisted in editing and proofreading manuscripts.

Coordinated with senior editors and authors for manuscript preparation and revision.

# EDUCATION

## Bachelor of Arts in English

### University of Washington | Seattle, WA Jun 20XX

You might want to include your GPA here and a brief summary of relevant coursework, awards, and honors.

# SKILLS

* Editing & Proofreading Excellence
* Project Management & Coordination
* Digital Media Management
* Author & Team Collaboration
* Research & Content Development

# Certifications

* Certified Professional Publisher (CPP)
* Adobe Certified Expert (ACE)