Sander Grace

Kokomo, IN 46901

555-555-5555 example@example.com

**PROFESSIONAL SUMMARY**

Quality-driven editor with superior attention to detail and meeting stringent deadlines. Exceptional proficiency in writing guidelines and captions.

**SKILLS**

| * Excellent grammar * Domo proficiency * WordPress * Deadline-driven | * MS Office * Organization * Managing media * Selecting photos |
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**PROFESSIONAL SKILLS**

**Editing**

* Proofread the work of more than 20 poets and novelists.  
  successful content by proofreading.
* Handled all delegated tasks, including forming a thesis and revising.
* Assisted the senior editor in establishing book content for the  
  company's publications.

**Review and Attention to Detail**

* Maintained updated copy-editing knowledge through checking errors  
  and applying the rhetorical triangle.
* Reviewed 10+ literature pieces for grammar, spelling, punctuation,  
  syntax, accuracy, and compliance with quality standards each month.
* After checking, communicated directly with writers to assess stories and  
  improve the quality of work.

**Publishing**

* Aided in verifying facts cited in material for publication.
* With senior editor, evaluated submissions from writers to decide what  
  to publish.
* Worked with three other editors to develop story and content ideas  
  according to the publication's style and editorial policy.

**WORK HISTORY**

**EDITOR** | 02/2019 to Current

**Key Publishing Group - Kokomo, IN**

**INTERN EDITOR** | 08/2017 to 01/2019

**Creative Staffing - Kokomo, IN**

**EDUCATION**

**Indiana University Bloomington - Bloomington, IN | Bachelor of Arts**

Editorial Arts