

Donald Jackson

(123) 456-7890 • Portland, ST 12345 • email@example.com • Portfolio

Book editor with six years of experience shaping fiction and non-fiction manuscripts. Proficient in developmental editing, copyediting, and author collaboration. Known for delivering polished manuscripts that meet publication timelines.

Professional Experience

Professional Experience Book Editor | PageTurner Press, Portland, OR | May 2017 – Present

- Develop and edit 20+ manuscripts annually across genres
- Collaborate with authors to refine story structure and voice
- Manage the editorial calendar to ensure on-time releases

Editorial Assistant | Riverbend Books, Portland, OR | June 2015 – April 2017

- Performed line edits on 30+ manuscripts per year
- Coordinated proofreading and layout reviews with design teams

Education

M.A. in Creative Writing, May 2015 | Portland State University, Portland, OR

B.A. in English, May 2013 | University of Oregon, Eugene, OR

Key Skills

- Developmental editing
- Copyediting
- Author relations
- Calendar management
- Genre versatility