



# Noah Stewart

Detail-driven assistant editor with three years of experience supporting editorial teams in publishing. Proficient in InCopy, Word, and editorial workflows. Skilled at managing style guides and coordinating with authors.

## CONTACT

 (123) 456-7890

 email@example.com

 Portfolio

 Boston, MA

## KEY SKILLS

- Photoshop
- Lightroom
- Color grading
- Batch automation
- Image management

## PROFESSIONAL EXPERIENCE

July 2020 - Present

Assistant Editor | NorthStar Publishing | Boston, MA

- Coordinate manuscript submissions and liaise with authors
- Maintain style guides and perform line edits on 100+ articles/month
- Track editorial schedules to ensure on-time publication

August 2018 - June 2020

Editorial Assistant | Beacon Books | Boston, MA

- Fact-checked and proofread 50+ book chapters per quarter
- Managed author revisions and maintained version control

## EDUCATION

B.A. in Photography

School of the Art Institute of Chicago, Chicago, IL | May 2016