





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