

# Kyle Reyes

## Academic Editor

Academic editor proficient in LaTeX manuscript preparation, peer-review workflows, and consistency checks for high-impact journals.



## CONTACT

- (123) 456-7890
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- LinkedIn | Portfolio
- City, ST 12345

## PROFESSIONAL EXPERIENCE

March 2018 - Present

**Academic Editor, ScholarWorks Publishing** | City, ST

- Edited and formatted 150+ peer-review articles in LaTeX, reducing author revisions by 40%.
- Developed a checklist template with 13keys to enforce style consistency.

July 2015 - February 2018

**Editorial Assistant, University Journal** | City, ST

- Coordinated author submissions and managed BibTeX reference integrity for 60 issues.
- Automated review-round compile scripts, speeding up turnaround by 25%.

## EDUCATION

**M.A. in English Literature**

City University, City, ST | May 2015

## CERTIFICATIONS

- Certified Publishing Professional, PubCert, 2017