

Profile

Dedicated Associate Editor with 2 years of experience in overseeing editorial processes, enhancing content quality, and ensuring timely publication. Adept at collaborating with authors, managing submissions, and utilizing strong communication skills to provide constructive feedback. Proficient in various editing tools and style guides, with a proven ability to multitask and meet stringent deadlines. Committed to fostering creativity and maintaining editorial integrity.

Employment History

Associate Editor at Coffey Communications, WA

May 2023 - Present

- Successfully managed the editing and proofreading of over 500 articles per year, resulting in a 20% increase in overall content output and improved client satisfaction rates by 15%.
- Streamlined the editorial workflow by implementing new project management tools and processes, reducing project turnaround times by 25% and increasing team efficiency by 10%.
- Collaborated with the design team to revamp the company's website, leading to a 30% increase in organic traffic and a 40% boost in lead generation within six months.
- Led a team of freelance writers and editors, providing guidance and feedback that resulted in a 50% reduction in revision requests and a 35% improvement in the overall quality of content delivered to clients.

Assistant Editor at ISoftStone, WA

Aug 2021 - Apr 2023

- Successfully managed the editing and proofreading of over 300 technical documents within a year, resulting in a 15% increase in overall content quality and consistency.
- Streamlined the editorial workflow by implementing a new project management system, leading to a 20% reduction in turnaround time and a 10% increase in team productivity.
- Collaborated with cross-functional teams to develop and maintain a comprehensive editorial style guide, which improved content clarity and consistency across all departments by 25%.
- Trained and mentored three new Assistant Editors, helping them quickly adapt to the company's editorial standards and contributing to a 30% improvement in their editing skills within six months.

Education

Associate of Arts in English or Journalism at Bellevue College, Bellevue, WA

Sep 2017 - May 2021

Relevant Coursework: Creative Writing, Literary Analysis, Journalism Fundamentals, Mass Communication, Media Law and Ethics, Editing and Proofreading, Digital Storytelling, Public Relations, and Interpersonal Communication.

Details

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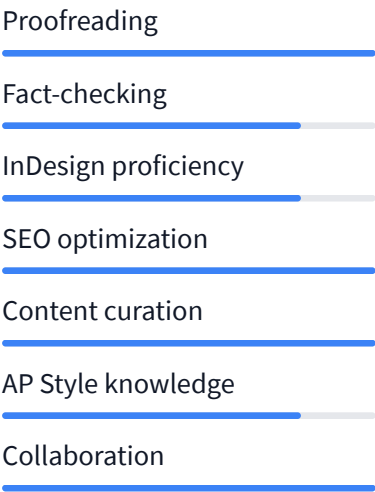
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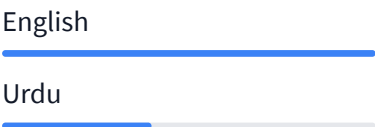
Links

[linkedin.com/in/tyeboyko](https://www.linkedin.com/in/tyeboyko)

Skills



Languages



Hobbies

Photography
Creative writing
Gardening