

Dalaina Dubro

Book Editor

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📍 123 Elm Street, Omaha, NE
68102

Education

Bachelor of Arts in English Literature at University of Nebraska-Lincoln, NE

Aug 2014 - May 2018

Relevant Coursework: British and American Literature, World Literature, Literary Theory, Creative Writing, Shakespeare Studies, Modern and Postmodern Literature, Literary Criticism, Victorian Literature, Children's Literature, Gender and Sexuality in Literature, African American Literature, Poetry and Poetics, and Film Adaptations of Literary Works.

Links

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

Skills

Proofreading

Fact-checking

Manuscript evaluation

Content organization

Style consistency

InDesign proficiency

Collaboration

Languages

English

Profile

A highly proficient Book Editor with 5 years of experience in the publishing industry, specializing in content editing, proofreading, and manuscript critique. Possesses exceptional attention to detail, strong communication skills, and a keen editorial eye. Adept at collaborating with authors to refine their work and ensure its coherence, quality, and marketability. Demonstrated expertise in various literary genres, consistently meeting deadlines, and maintaining high editorial standards.

Employment History

Senior Book Editor at BenchCrafted Editorial Services, NE

May 2023 - Present

- Successfully managed the editing and timely delivery of over 50 manuscripts in 2020, resulting in a 20% increase in client satisfaction and a 15% increase in repeat business for BenchCrafted Editorial Services.
- Spearheaded the development of an in-house style guide and editorial standards, leading to a 30% reduction in post-editing revisions and improved consistency across all projects.
- Established and maintained relationships with 10 new publishing clients, contributing to a 25% growth in revenue for BenchCrafted Editorial Services in the Northeast region.

Assistant Book Editor at CyberText Publishing Services, NE

Aug 2018 - Mar 2023

- Managed the editing process for over 50 book manuscripts, ensuring that they were error-free, well-structured, and adhered to CyberText Publishing Services' style guidelines. This resulted in a 30% increase in positive client feedback and repeat business.
- Streamlined the book editing workflow by implementing a new project management system, which reduced the average turnaround time by 25% and increased overall team productivity by 15%.
- Coordinated with a team of freelance editors and proofreaders to complete an extensive backlog of over 100 manuscripts within a six-month period, enabling the company to meet crucial deadlines and maintain a strong reputation for timely delivery in the publishing industry.

Certificates

Certified Professional Editor (CPE)

Mar 2022

Board of Editors in the Life Sciences (BELS) Certification

Jul 2020

Memberships