



# Jacob Stein

Detail-oriented freelance editor with over six years of experience editing content for books, academic journals, and digital platforms. Adept at ensuring clarity, consistency, and grammatical accuracy. Skilled in collaborating with authors and publishers to meet tight deadlines without compromising quality.

## PROFESSIONAL EXPERIENCE

Freelance Editor | July 2017 - Present  
Self-Employed | Remote

- Edited and proofread over 150 manuscripts, including fiction, non-fiction, and technical guides, achieving 98% client satisfaction
- Provide developmental editing for self-published authors, resulting in 15 books achieving bestseller status on Amazon
- Collaborate with academic clients to edit research papers and journals, ensuring adherence to formatting guidelines such as APA and MLA

Content Editor | January 2015 - February 2017  
Bright Ideas Media | New York, NY

- Managed a team of four editors to review and improve digital content for an audience of over 1 million monthly readers
- Conducted final proofreads and fact-checks, reducing publication errors by 25%
- Streamlined editing workflows, increasing department efficiency by 30%

## CONTACT

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 email@example.com

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## EDUCATION

- Bachelor of Arts in English  
May 2015  
Columbia University

## KEY SKILLS

- Copy editing
- Developmental editing
- Grammar and syntax review
- Fact-checking