

Mira Shah

Editor · FICTIONAL SAMPLE
Pune, India

Skills

developmental editing

Applied to editorial quality programme through documented preparation, execution and review.

copyediting

Applied to publication workflow redesign through documented preparation, execution and review.

editorial planning

Applied to house style refresh through documented preparation, execution and review.

fact-checking

Applied to editorial quality programme through documented preparation, execution and review.

style guides

Applied to publication workflow redesign through documented preparation, execution and review.

commissioning

Applied to house style refresh through documented preparation, execution and review.

writer feedback

Applied to editorial quality programme through documented preparation, execution and review.

production coordination

Applied to publication workflow redesign through documented preparation, execution and review.

Certifications

Editorial judgement workshop

Meridian Professional Learning Studio (fictional) 2023 continuing learning - not a licence or certification
Developmental editing and fact-checking in the context of editor work. Used reflective exercises and a bounded practice example related to editorial quality programme.

Source verification practicum

Meridian Professional Learning Studio (fictional) 2024 continuing learning - not a licence or certification
Copyediting and style guides in the

Summary

Fictional demonstration candidate. All employers, education, projects, achievements and outcomes are illustrative and unverified. Not a real application or licence record. Editor with an illustrative 12-year career in editorial work, research, publishing and language services. Combines developmental editing, copyediting, editorial planning with disciplined documentation, practical coordination and clear communication. The sample career progresses from focused execution to independent workstream ownership, with responsibilities and boundaries described for each appointment. Selected work includes editorial quality programme, publication workflow redesign and house style refresh. These examples explain the original problem, individual contribution, deliverables, review approach and remaining limitations rather than relying on unsupported headline claims. Prepared for experienced editor opportunities requiring dependable delivery, thoughtful professional judgement and collaboration. The qualification narrative includes Master's in Publishing. Every named organisation and outcome in this record is fictional; professional eligibility is not independently established. Turn a clear brief into dependable editorial work, research, publishing and language services work: understand the context, apply developmental editing and copyediting, record the evidence and explain the limitations before handover.

Experience

Editor - Meridian Editorial Studio (fictional)

2023-07 - Present

Independent ownership of scoped editor work, coordinating contributors and making review requirements explicit. Includes the first two selected work examples. Built a review checklist and writer feedback routine. Introduced clear review stages and version ownership. Led brief clarification and prioritised work using developmental editing, copyediting and editorial planning. Raised unresolved constraints before committing to the next stage. Coordinated peer reviews and handover preparation; used a commission or editorial brief to distinguish completed work, assumptions and follow-up needs. Supported colleagues with practical examples of fact-checking and maintained a concise learning record after important assignments. Illustrative career responsibilities. Employer confirmation and underlying work records are not supplied.

Senior Editor - Northline Editorial Studio (fictional)

2019-07 - 2023-06

Owned defined assignments and supported cross-functional coordination. Developed deeper practice in editorial planning and fact-checking. Created practical examples and decision notes. Translated incoming requirements into a sequenced plan and aligned responsibilities with the project or service owner. Applied style guides and commissioning to resolve delivery questions while maintaining source and decision notes. Introduced reusable working documents and reviewed exceptions with the responsible specialist rather than silently changing scope. Prepared a review and publication handover so the next team could understand the work and remaining questions. Illustrative career responsibilities. Employer confirmation and underlying work records are not supplied.

Editor - Cedarbridge Editorial Studio (fictional)

2016-07 - 2019-06

Progressed from supported tasks to independently managed assignments, with review available for unfamiliar or higher-risk decisions. Handled recurring work involving developmental editing and copyediting using a documented preparation and review process. Supported publication workflow redesign by organising inputs, maintaining issue notes and incorporating reviewer feedback. Coordinated colleagues and internal stakeholders using concise status updates, clear questions and agreed next steps. Improved record consistency through writer feedback and documented handover expectations. Illustrative career responsibilities. Employer confirmation and underlying work records are not supplied.

Assistant Editor - Cedarbridge Editorial Studio (fictional)

2014-07 - 2016-06

Built practical foundations through supervised assignments, routine documentation and feedback from experienced colleagues. Assisted with developmental editing and

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context of editor work. Used reflective exercises and a bounded practice example related to publication workflow redesign.

Accessible writing studio

Meridian Professional Learning Studio (fictional) 2025 continuing learning - not a licence or certification Editorial planning and commissioning in the context of editor work. Used reflective exercises and a bounded practice example related to house style refresh.

Languages

English

professional working - fictional sample

Hindi

professional working - fictional sample

editorial planning within an agreed scope and escalated unfamiliar work. Prepared inputs and checked completeness before passing work to the responsible reviewer. Maintained task records and learned to communicate assumptions, constraints and observed problems clearly. Applied review feedback to subsequent assignments and developed a dependable working routine. Illustrative career responsibilities. Employer confirmation and underlying work records are not supplied.

Education

Master's in Publishing - Asterbridge Institute of Professional Studies (fictional institution)

2012-07 - 2014-05

completed - fictional record developmental editing copyediting fact-checking Specialist study on editorial quality programme; an illustrative learning project, not a published result.

Bachelor's in English - Cedarhaven College of Applied Studies (fictional institution)

2009-07 - 2012-05

completed - fictional record editorial planning style guides commissioning Applied coursework in developmental editing, documentation and reviewed practical assignments.

Projects

Editorial quality programme

Fictional internal work programme in editorial work, research, publishing and language services; not a real client case study. Problem: Articles varied in structure and sourcing. Objective: Create a workable response to this issue through developmental editing, explicit review criteria and practical documentation. Agree the boundaries before execution and retain unresolved points for follow-up. Editor; owned the stated workstream, not the full organisation or every collaborator contribution. Built a review checklist and writer feedback routine. Prepared the scope with the commissioning team, identified unresolved inputs and used developmental editing to turn the brief into a sequenced work package. Applied copyediting and editorial planning while coordinating reviews with the designated owner. Kept decision notes so collaborators could separate facts, assumptions and changes. Assembled the handover material, explained open limitations and agreed which items needed further review rather than presenting them as completed. Methods: developmental editing; copyediting; editorial planning; fact-checking Deliverables: Editorial quality programme - scoped brief; Editorial quality programme - reviewed working package; Editorial quality programme - handover and learning summary Review: Reviewed the scoped output against the agreed brief, recorded exceptions and checked that key conclusions could be traced to observations. The review package calls for a commission or editorial brief and a named human reviewer. Illustrative outcome: the team adopted a repeatable approach for editorial quality programme, with clearer ownership and reviewable records. This is a fictional qualitative result; no real performance measurement or external acceptance evidence is supplied. Limitations: Synthetic demonstration only. Article and publication titles are fictional samples, not real bylines or published credits. No underlying client documents, independently verified measurements or signed approval records are attached.

Publication workflow redesign

Fictional internal work programme in editorial work, research, publishing and language services; not a real client case study. Problem: Late revisions disrupted production schedules. Objective: Create a workable response to this issue through copyediting, explicit review criteria and practical documentation. Agree the boundaries before execution and retain unresolved points for follow-up. Editor; owned the stated workstream, not the full organisation or every collaborator contribution. Introduced clear review stages and version ownership. Prepared the scope with the commissioning team, identified unresolved inputs and used editorial planning to turn the brief into a sequenced work package. Applied fact-checking and style guides while coordinating reviews with the designated owner. Kept decision notes so collaborators could separate

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facts, assumptions and changes. Assembled the handover material, explained open limitations and agreed which items needed further review rather than presenting them as completed. Methods: copyediting; editorial planning; fact-checking; style guides Deliverables: Publication workflow redesign - scoped brief; Publication workflow redesign - reviewed working package; Publication workflow redesign - handover and learning summary Review: Reviewed the scoped output against the agreed brief, recorded exceptions and checked that key conclusions could be traced to observations. The review package calls for a annotated draft and source log and a named human reviewer. Illustrative outcome: the team adopted a repeatable approach for publication workflow redesign, with clearer ownership and reviewable records. This is a fictional qualitative result; no real performance measurement or external acceptance evidence is supplied. Limitations: Synthetic demonstration only. Article and publication titles are fictional samples, not real bylines or published credits. No underlying client documents, independently verified measurements or signed approval records are attached.

House style refresh

Fictional internal work programme in editorial work, research, publishing and language services; not a real client case study. Problem: Recurring style questions slowed editing. Objective: Create a workable response to this issue through editorial planning, explicit review criteria and practical documentation. Agree the boundaries before execution and retain unresolved points for follow-up. Editor; owned the stated workstream, not the full organisation or every collaborator contribution. Created practical examples and decision notes. Prepared the scope with the commissioning team, identified unresolved inputs and used style guides to turn the brief into a sequenced work package. Applied commissioning and writer feedback while coordinating reviews with the designated owner. Kept decision notes so collaborators could separate facts, assumptions and changes. Assembled the handover material, explained open limitations and agreed which items needed further review rather than presenting them as completed. Methods: editorial planning; fact-checking; style guides; commissioning Deliverables: House style refresh - scoped brief; House style refresh - reviewed working package; House style refresh - handover and learning summary Review: Reviewed the scoped output against the agreed brief, recorded exceptions and checked that key conclusions could be traced to observations. The review package calls for a review and publication handover and a named human reviewer. Illustrative outcome: the team adopted a repeatable approach for house style refresh, with clearer ownership and reviewable records. This is a fictional qualitative result; no real performance measurement or external acceptance evidence is supplied. Limitations: Synthetic demonstration only. Article and publication titles are fictional samples, not real bylines or published credits. No underlying client documents, independently verified measurements or signed approval records are attached.

Achievements

Editorial quality programme

Built a review checklist and writer feedback routine. The achievement is the described workstream contribution; independent outcome evidence is not supplied.

Publication workflow redesign

Introduced clear review stages and version ownership. The achievement is the described workstream contribution; independent outcome evidence is not supplied.

House style refresh

Created practical examples and decision notes. The achievement is the described workstream contribution; independent outcome evidence is not supplied.