

Pooja Shah

Publishing Coordinator · FICTIONAL SAMPLE
Chennai, India

Summary

Fictional demonstration candidate. All employers, education, projects, achievements and outcomes are illustrative and unverified. Not a real application or licence record. Publishing Coordinator with an illustrative 11-year career in editorial work, research, publishing and language services. Combines production schedules, author liaison, manuscript tracking 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 publication schedule control, permissions readiness review and book metadata programme. These examples explain the original problem, individual contribution, deliverables, review approach and remaining limitations rather than relying on unsupported headline claims. Prepared for experienced publishing coordinator opportunities requiring dependable delivery, thoughtful professional judgement and collaboration. The qualification narrative includes Master's in Publishing Management. 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 production schedules and author liaison, record the evidence and explain the limitations before handover.

Experience

Publishing Coordinator - Meridian Editorial Studio (fictional)

2024-07 - Present

Independent ownership of scoped publishing coordinator work, coordinating contributors and making review requirements explicit. Includes the first two selected work examples. Built milestone tracking and escalation ownership. Maintained a source and permission register. Led brief clarification and prioritised work using production schedules, author liaison and manuscript tracking. 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 permissions and maintained a concise learning record after important assignments. Illustrative career responsibilities. Employer confirmation and underlying work records are not supplied.

Senior Publishing Coordinator - Northline Editorial Studio (fictional)

2020-07 - 2024-06

Owned defined assignments and supported cross-functional coordination. Developed deeper practice in manuscript tracking and permissions. Reconciled approved metadata across outputs. Translated incoming requirements into a sequenced plan and aligned responsibilities with the project or service owner. Applied proof coordination and metadata 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.

Publishing Coordinator - Cedarbridge Editorial Studio (fictional)

2017-07 - 2020-06

Progressed from supported tasks to independently managed assignments, with review available for unfamiliar or higher-risk decisions. Handled recurring work involving production schedules and author liaison using a documented preparation and review process. Supported permissions readiness review by organising inputs, maintaining

Education

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

2013-07 - 2015-05

completed - fictional record production schedules author liaison permissions Specialist study on publication schedule control; an illustrative learning project, not a published result.

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

2010-07 - 2013-05

completed - fictional record manuscript tracking proof coordination metadata Applied coursework in production schedules, documentation and reviewed practical assignments.

Skills

production schedules

Applied to publication schedule control through documented preparation, execution and review.

author liaison

Applied to permissions readiness review through documented preparation, execution and review.

manuscript tracking

Applied to book metadata programme through documented preparation, execution and review.

permissions

Applied to publication schedule control through documented preparation, execution and review.

proof coordination

Applied to permissions readiness review through documented preparation, execution and review.

metadata

Applied to book metadata programme through documented preparation, execution and review.

vendor communication

Applied to publication schedule control

Pooja Shah

Publishing Coordinator · FICTIONAL SAMPLE
Chennai, India

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 vendor communication and documented handover expectations. Illustrative career responsibilities. Employer confirmation and underlying work records are not supplied.

Assistant Publishing Coordinator - Cedarbridge Editorial Studio (fictional)
2015-07 - 2017-06

Built practical foundations through supervised assignments, routine documentation and feedback from experienced colleagues. Assisted with production schedules and manuscript tracking 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.

Projects

Publication schedule control

Fictional internal work programme in editorial work, research, publishing and language services; not a real client case study. Problem: Manuscripts moved between stages without clear status. Objective: Create a workable response to this issue through production schedules, explicit review criteria and practical documentation. Agree the boundaries before execution and retain unresolved points for follow-up. Publishing Coordinator; owned the stated workstream, not the full organisation or every collaborator contribution. Built milestone tracking and escalation ownership. Prepared the scope with the commissioning team, identified unresolved inputs and used production schedules to turn the brief into a sequenced work package. Applied author liaison and manuscript tracking 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: production schedules; author liaison; manuscript tracking; permissions Deliverables: Publication schedule control - scoped brief; Publication schedule control - reviewed working package; Publication schedule control - 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 publication schedule control, 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.

Permissions readiness review

Fictional internal work programme in editorial work, research, publishing and language services; not a real client case study. Problem: Rights questions surfaced near publication. Objective: Create a workable response to this issue through author liaison, explicit review criteria and practical documentation. Agree the boundaries before execution and retain unresolved points for follow-up. Publishing Coordinator; owned the stated workstream, not the full organisation or every collaborator contribution. Maintained a source and permission register. Prepared the scope with the commissioning team, identified unresolved inputs and used manuscript tracking

through documented preparation, execution and review.

document control

Applied to permissions readiness review through documented preparation, execution and review.

Certifications

Editorial judgement workshop

Meridian Professional Learning Studio (fictional) 2023 continuing learning - not a licence or certification Production schedules and permissions in the context of publishing coordinator work. Used reflective exercises and a bounded practice example related to publication schedule control.

Source verification practicum

Meridian Professional Learning Studio (fictional) 2024 continuing learning - not a licence or certification Author liaison and proof coordination in the context of publishing coordinator work. Used reflective exercises and a bounded practice example related to permissions readiness review.

Accessible writing studio

Meridian Professional Learning Studio (fictional) 2025 continuing learning - not a licence or certification Manuscript tracking and metadata in the context of publishing coordinator work. Used reflective exercises and a bounded practice example related to book metadata programme.

Languages

English

professional working - fictional sample

Hindi

professional working - fictional sample

Pooja Shah

Publishing Coordinator · FICTIONAL SAMPLE
Chennai, India

to turn the brief into a sequenced work package. Applied permissions and proof coordination 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: author liaison; manuscript tracking; permissions; proof coordination Deliverables: Permissions readiness review - scoped brief; Permissions readiness review - reviewed working package; Permissions readiness review - 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 permissions readiness review, 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.

Book metadata programme

Fictional internal work programme in editorial work, research, publishing and language services; not a real client case study. Problem: Retail and catalogue descriptions were inconsistent. Objective: Create a workable response to this issue through manuscript tracking, explicit review criteria and practical documentation. Agree the boundaries before execution and retain unresolved points for follow-up. Publishing Coordinator; owned the stated workstream, not the full organisation or every collaborator contribution. Reconciled approved metadata across outputs. Prepared the scope with the commissioning team, identified unresolved inputs and used proof coordination to turn the brief into a sequenced work package. Applied metadata and vendor communication 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: manuscript tracking; permissions; proof coordination; metadata Deliverables: Book metadata programme - scoped brief; Book metadata programme - reviewed working package; Book metadata 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 review and publication handover and a named human reviewer. Illustrative outcome: the team adopted a repeatable approach for book metadata 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.

Achievements

Publication schedule control

Built milestone tracking and escalation ownership. The achievement is the described workstream contribution; independent outcome evidence is not supplied.

Permissions readiness review

Maintained a source and permission register. The achievement is the described workstream contribution; independent outcome evidence is not supplied.

Book metadata programme

Pooja Shah

Publishing Coordinator · FICTIONAL SAMPLE
Chennai, India

Reconciled approved metadata across outputs. The achievement is the described
workstream contribution; independent outcome evidence is not supplied.

