



MIRA SHAH

Editor

developmental editing, copyediting, editorial planning

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FICTIONAL SAMPLE - all employers, qualifications and outcomes are illustrative and unverified.

EXECUTIVE SUMMARY

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.

AT A GLANCE

12 years ILLUSTRATIVE CAREER	4 CAREER APPOINTMENTS	3 WORK EXAMPLES	2 EDUCATION RECORDS
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CORE COMPETENCIES

- developmental editing / copyediting
- editorial planning / fact-checking
- style guides / commissioning
- writer feedback / production coordination

PROFESSIONAL MISSION

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.

Career family: Writing, Journalism & Publishing | Snapshot: 2026-09-22

PROFESSIONAL EXPERIENCE / RECENT

Editor

Meridian Editorial Studio (fictional)

Jul 2023 - Present | Pune, India

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)

Jul 2019 - Jun 2023 | Pune, India

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.

PROFESSIONAL WORKING PRINCIPLES

- Define audience, editorial purpose and source expectations before drafting.
- Separate fact, interpretation and creative work and preserve source attribution.
- Use controlled revisions and document permissions, sensitivity and publication limits.

PROFESSIONAL EXPERIENCE / EARLIER

Editor

Cedarbridge Editorial Studio (fictional)

Jul 2016 - Jun 2019 | Pune, India

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)

Jul 2014 - Jun 2016 | Pune, India

Built practical foundations through supervised assignments, routine documentation and feedback from experienced colleagues.

- Assisted with developmental editing and 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.

SELECTED CONTRIBUTIONS

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.

SELECTED WORK / 01

Editorial quality programme

P1 | Jan 2024 - Jun 2024 | FICTIONAL WORK EXAMPLE

Context. 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.

Contribution and ownership. 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.

Suggested evidence (not supplied): commission or editorial brief; annotated draft and source log; review and publication handover.

SPECIALIST PRACTICE

Publication and attribution

The sample focuses on developmental editing, copyediting, editorial planning. Approvals, supervision and specialist input are identified in each work package; work outside this scope is referred to the designated responsible person.

Peer learning and practical guidance. Created short examples on developmental editing and fact-checking for colleagues. Separated personal preferences from agreed team procedures and recorded useful questions.

Review and handover discipline. Facilitated practical reviews of publication workflow redesign, ensuring that unresolved issues retained a named owner rather than disappearing from final presentations.

Article and publication titles are fictional samples, not real bylines or published credits.

SELECTED WORK / 02 AND 03

Publication workflow redesign

P2 | Jan 2025 - Jun 2025 | Meridian Editorial Studio (fictional)

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.

Ownership. 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 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

Delivered. Publication workflow redesign - scoped brief; Publication workflow redesign - reviewed working package; Publication workflow redesign - handover and learning summary

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.

Suggested evidence (not supplied): commission or editorial brief; annotated draft and source log; review and publication handover.

House style refresh

P3 | Jan 2020 - Jun 2020 | Northline Editorial Studio (fictional)

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.

Ownership. 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

Delivered. House style refresh - scoped brief; House style refresh - reviewed working package; House style refresh - handover and learning summary

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.

Suggested evidence (not supplied): commission or editorial brief; annotated draft and source log; review and publication handover.

EDUCATION AND SPECIALIST LEARNING

Master's in Publishing

Asterbridge Institute of Professional Studies (fictional institution)
Jul 2012 - May 2014 | completed - fictional record
Focus: 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)
Jul 2009 - May 2012 | completed - fictional record
Focus: editorial planning, style guides, commissioning. Applied coursework in developmental editing, documentation and reviewed practical assignments.

CONTINUING PROFESSIONAL DEVELOPMENT

Editorial judgement workshop (2023). 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 (2024). Copyediting and style guides in the context of editor work. Used reflective exercises and a bounded practice example related to publication workflow redesign.

Accessible writing studio (2025). Editorial planning and commissioning in the context of editor work. Used reflective exercises and a bounded practice example related to house style refresh.

Provider for these illustrative learning records: Meridian Professional Learning Studio (fictional). Not a licence or certification.

LANGUAGES AND WORKING PREFERENCES

English and Hindi - professional working proficiency in this fictional record.

Work arrangement: onsite or hybrid by role requirements. Relocation: open to discussion - sample preference.

Availability: not confirmed; discuss before an interview.

CREDENTIAL AND EVIDENCE STATUS

Article and publication titles are fictional samples, not real bylines or published credits.

Synthetic qualification and institution names illustrate profile fields only; they are not a validated qualification route or recognised accreditation claim.

No real referee, endorsement, award, publication, membership or licence is supplied.

Use for templates, product demonstrations and test data only. Replace fictional claims and remove the demo label only after approval of real candidate information.

Contact placeholder: mira.shah@example.com. No phone, live profile URL or verified reference is supplied.

Complete machine-readable data: profile.json. Interactive companion: portfolio.html. Reference CV used for structure only; this is not Ajay Prajapat's biography.