



POOJA SHAH

Publishing Coordinator

production schedules, author liaison, manuscript tracking

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

EXECUTIVE SUMMARY

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.

AT A GLANCE

11 years

ILLUSTRATIVE CAREER

4

CAREER APPOINTMENTS

3

WORK EXAMPLES

2

EDUCATION RECORDS

CORE COMPETENCIES

production schedules / author liaison

manuscript tracking / permissions

proof coordination / metadata

vendor communication / document control

PROFESSIONAL MISSION

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.

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

PROFESSIONAL EXPERIENCE / RECENT

Publishing Coordinator

Meridian Editorial Studio (fictional)

Jul 2024 - Present | Chennai, India

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)

Jul 2020 - Jun 2024 | Chennai, India

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.

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

Publishing Coordinator

Cedarbridge Editorial Studio (fictional)

Jul 2017 - Jun 2020 | Chennai, India

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 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)

Jul 2015 - Jun 2017 | Chennai, India

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.

SELECTED CONTRIBUTIONS

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

SELECTED WORK / 01

Publication schedule control

P1 | Jan 2025 - Jun 2025 | FICTIONAL WORK EXAMPLE

Context. 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.

Contribution and ownership. 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.

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 production schedules, author liaison, manuscript tracking. 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 production schedules and permissions for colleagues. Separated personal preferences from agreed team procedures and recorded useful questions.

Review and handover discipline. Facilitated practical reviews of permissions readiness review, 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

Permissions readiness review

P2 | Jan 2026 - Jun 2026 | Meridian Editorial Studio (fictional)

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.

Ownership. 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 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

Delivered. Permissions readiness review - scoped brief; Permissions readiness review - reviewed working package; Permissions readiness review - handover and learning summary

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.

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

Book metadata programme

P3 | Jan 2021 - Jun 2021 | Northline Editorial Studio (fictional)

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.

Ownership. 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

Delivered. Book metadata programme - scoped brief; Book metadata programme - reviewed working package; Book metadata programme - handover and learning summary

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.

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 Management

Asterbridge Institute of Professional Studies (fictional institution)
Jul 2013 - May 2015 | completed - fictional record
Focus: 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)
Jul 2010 - May 2013 | completed - fictional record
Focus: manuscript tracking, proof coordination, metadata. Applied coursework in production schedules, documentation and reviewed practical assignments.

CONTINUING PROFESSIONAL DEVELOPMENT

Editorial judgement workshop (2023). 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 (2024). 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 (2025). Manuscript tracking and metadata in the context of publishing coordinator work. Used reflective exercises and a bounded practice example related to book metadata programme.

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.
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