

Mira Shah

Editor

MS

Pune, India mira.shah@example.com Fictional sample

01 Professional profile

Editor with an illustrative 11-year career focused on developmental editing, editorial systems and publication coordination. Core strengths include Structural editing, Copy editing and Style guides. Selected examples describe the challenge, contribution and handover materials.

EXPERTISE

Core capabilities

Structural editing

Copy editing

Style guides

Fact checking

Editorial planning

Writer feedback

SELECTED WORK

Long-form journal issue

Edited sample issue and editorial notes

Editorial workflow design

Workflow map and style-sheet update

LANGUAGES

English - professional working
Hindi - professional working

CAREER CONTEXT

11 years in this illustrative career.
Three appointments.
Full work examples on page 2.

02 Professional experience

Jul 2022 - Present

Editor

Asterline Editorial Studio · Pune

Delivered defined workstreams in developmental editing, editorial systems and publication coordination, coordinating reviewers and delivery partners.

- Created a shared editorial brief and worked with writers on clarity while preserving their voice.
- Moved verification and permissions checks earlier in the editorial schedule.

Jul 2018 - Jun 2022

Editor

Northmere Editorial Studio · Pune

Supported progressively more complex work in developmental editing, editorial systems and publication coordination, with a defined review process.

- Used structural editing and fact checking on assigned work; recorded decisions so colleagues could understand the approach.
- Prepared handover materials and incorporated specialist feedback before closing the workstream.

Jul 2015 - Jun 2018

Editorial Assistant

Cedarfield Editorial Studio · Pune

Built foundations through supported assignments, observation and practical feedback.

- Assisted with copy editing and editorial planning, checking work with an experienced reviewer.
- Kept organised work records and developed clear handover habits through supervised practice.

03 Selected writing & editorial work

Help the strongest version of a story emerge.

WORK EXAMPLE 01 / ILLUSTRATIVE

Long-form journal issue

Context

Commissioned pieces differed widely in structure and tone.

Contribution

Created a shared editorial brief and worked with writers on clarity while preserving their voice.

Prepared for handover

Edited sample issue and editorial notes

WORK EXAMPLE 02 / ILLUSTRATIVE

Editorial workflow design

Context

Late factual corrections disrupted production.

Contribution

Moved verification and permissions checks earlier in the editorial schedule.

Prepared for handover

Workflow map and style-sheet update

04 Education

2013 – 2015

Master's in Publishing

Asterbridge Institute of Professional Studies

Specialist study with a practice focus on structural editing and copy editing.

2009 – 2013

Bachelor of Arts

Cedarhaven College of Applied Studies

Foundation study, practical assignments and supervised learning. Fictional institution and qualification record.

05 Professional development

2024

Structural editing - advanced practice workshop

Scenario exercises and peer review in developmental editing, editorial systems and publication coordination.

2025

Fact checking - reflective practice seminar

Applied learning reviewed through a bounded example and a written reflection.

Continuing learning examples, not licences or independently verified certifications.

06 Practice & evidence notes

Creative practice	Material status	Rights & credits
Developmental editing, editorial systems and publication coordination	Illustrative concepts, not published client commissions	Replace with permission-cleared work and actual credits

Every employer and institution in this CV is fictional. The two work examples describe individual contributions; supporting artefacts and externally measured outcomes are not supplied. Replace example information with accurate records and permission-cleared work before using this CV.