

ROSS GALLAGHER

Profile Summary

Experienced publishing professional with a proven track record of success in all aspects of the publishing process, from acquisition and development to editing and production. Proven ability to manage and lead teams, as well as work independently. Strong understanding of the publishing industry and the latest trends.

EDUCATION

- New York Business School
Masters in Publishing
Completed in 2016
- Larana Business School
Certificate in Editing and Proofreading
Completed in 2014
- University of New Awesome
Bachelor of Communications, Major in Music and Arts
Completed in 2013

CONTACT

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ACHIEVEMENTS

- 2013 – 2015
Reduced the publishing cost by 20% in the second year of internship
- 2015 – 2020
Managed five projects worth over \$10million.

PROFESSIONAL EXPERIENCE

- Zimmer Publishing | Publishing Executive
2020 – Present
Key responsibilities:
 - Editorial Oversight: Supervise the editorial team, including editors, proofreaders, and copywriters, to ensure that content is of high quality, free of errors, and aligns with the company's editorial standards.
 - Production Management: Oversee the production process, which includes layout, design, printing (for print publications), or digital formatting (for digital publications).
 - Budgeting: Manage project budgets and financials.
- InPrint Publishers | Junior Editor
2015 – 2020
Key responsibilities:
 - Assist senior editors in reviewing and improving written content for accuracy, grammar, and style.
 - Help with fact-checking and research tasks, mainly for new publication projects.
- NY Business School | Intern
2012 – 2015
Key responsibilities:
 - Carry out data entry.
 - Review and suggest document revision.
 - Occasionally handle inquiries and complains.

TOP SKILLS

- Hard Skills
 - Editing, copyediting, proofreading
 - Well-verse in publishing workflow
 - Publishing costing and projection
 - Adobe suites, Canva
- Soft Skills
 - Decision Making
 - Communication
 - Multi-tasking
 - Strong Network