

Khaleedah

Makely

Editor

✉ khaleedah.makely@gmail.com

☎ (917) 666-4696

📍 Lafayette, LA

EDUCATION

Master of Arts in English Literature at Louisiana State University

Oct 2017 - May 2022

Relevant Coursework: Literary Theory, Modern and Contemporary Literature, Shakespearean Studies, Postcolonial Literature, American Romanticism, and Creative Writing.

LINKS

[linkedin.com/in/khaleedahmakely](https://www.linkedin.com/in/khaleedahmakely)

SKILLS

InDesign

SEO

WordPress

AP Style

Trello

Grammarly

CMS

LANGUAGES

English

Arabic

HOBBIES

Photography

Gardening

PROFILE

Experienced editor with three years in the field, adept at crafting compelling content and ensuring precision. Proven track record of enhancing readability and engagement across various media. Strong attention to detail and deadline-driven, consistently delivering high-quality work.

EMPLOYMENT HISTORY

● Assistant Editor at Penguin Random House, LA

Apr 2025 - Present

- Spearheaded the editing process for over 15 manuscripts annually, enhancing narrative clarity and reducing overall error rates by 20%.
- Coordinated cross-departmental efforts to streamline the publication timeline, cutting production lead time by 12% through improved communication channels.
- Led a team of four junior editors in a project that increased digital sales by 25% through strategic content revisions and enhanced e-book formatting.
- Implemented a new quality control checklist that decreased post-publication errors by 30%, receiving commendations from senior management for innovation.
- Collaborated with marketing teams to develop compelling book descriptions, boosting pre-order numbers by an average of 18% per title.

● Editorial Assistant at HarperCollins, LA

Mar 2022 - Mar 2025

- Collaborated with editorial team to streamline manuscript review process, reducing turnaround time by 18% over six months.
- Managed a portfolio of 12 authors, enhancing communication and project tracking, resulting in a 25% increase in on-time manuscript submissions.
- Coordinated cross-departmental efforts for book launches, leading to a 15% increase in first-month sales compared to previous releases.
- Implemented a new digital archiving system that improved document retrieval efficiency by 30%, saving the team an average of 5 hours per week.
- Assisted in the development of marketing materials for five key titles annually, contributing to an average sales growth of 20% per title.

CERTIFICATES

Poynter ACES Certificate in Editing

Sep 2023

Editorial Freelancers Association (EFA) Copyediting Certificate

Jan 2022

MEMBERSHIPS

American Society of Magazine Editors

Editorial Freelancers Association