

# Peace Chika



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## Summary

Address: 1, Tunji Adepeju Close, Beside Freedom House, Ibadan, Nigeria.

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### PROFESSIONAL SUMMARY

Editorial Assistant qualified in English Education with experience in all aspects of administration, commissioning, planning and production of fictional and non-fictional publications. Detail-orientated with excellent time management skills for managing strict deadlines in a fast-paced environment. Understanding and knowledge in both digital and print publication processes.

## Experience



### Editorial Assistant

Provided initial proof-reading and fact-checking services for manuscripts and submissions.  
Managed a number of titles through the editorial and production process, contributing ideas and corrections.  
Assisted with establishing deadlines and monitoring progress of manuscripts against objectives.



### Content Editor

Uses proof-reading skills to edit and produce error free manuscripts  
Organizes and determines type of editing services required for manuscript  
Juggled multiple editing projects successfully, delivering to strict deadlines that achieved client satisfaction.



### Blogger

#### World

Uses exceptional writing and proof-reading skills to produce error free content for blog  
Reads and reviews books  
Organizes material, determines area of emphasis, and writes stories according to prescribed editorial style and format standards



### Editorial Intern

#### Advantage Resourcing

Manages competing deadlines with efficiency  
Provided initial proof-reading and fact-checking services for manuscripts before submissions.



### English Teacher

#### International School Basel

Sep 2019 - Apr 2019 ()

Effectively communicated English language lessons to students leading to a boost in their overall performance in external examinations

Wrote detailed minutes of executive meetings for effective follow-up  
Administered tests to determine comprehension rates amongst students

## Education



**University of Ibadan**

MA



**University of Ibadan**

BA

## Skills

books • communication skills • content management • creative writing • customer relations • editing  
• english • meeting facilitation • microsoft excel • microsoft office