



PATRICIA

[VIDEO INTERVIEW](#)

EXPERTISE SKILLS

- Publishing & Editorial Management
- Copyediting & Proofreading
- Content Development & Manuscript Editing
- Style Guide Adherence (CMOS & Custom Styles)
- Content Curation & Research
- Production Workflow Management

TOOLS

- HubSpot
- Canva
- Google Workspace
- LinkedIn

Detail-oriented Virtual Assistant with 11+ years of experience in educational and trade publishing, specializing in editing, proofreading, and managing end-to-end content production workflows. Proven track record of editing curriculum-aligned materials, overseeing complex publishing projects, and delivering high-quality manuscripts and supplemental content across multiple formats. Brings strong expertise in Chicago Manual of Style (CMOS), content management systems, and cross-functional coordination, helping organizations streamline publishing processes, ensure editorial excellence, and meet tight production deadlines.

WORK EXPERIENCE

PROJECT-BASED WRITER-EDITOR

KooBits (SG) | May 2025 – June 2025 (2 Months)

- Edited and adapted 400+ grammar activities, developed supplemental content, created answer keys, and managed CMS uploads for finalized materials.

SENIOR EDITOR

Vibal Group, Inc. | June 2024 – June 2025 (1 Year)

- Reviewed and edited book titles, proofread legal manuscripts, curated visuals, and produced editorial content for dictionaries, cookbooks, and marketing materials.

EDITOR

Vibal Group, Inc. | November 2022 – June 2024 (1 Year, 8 Months)

- Edited textbooks and teacher manuals for curriculum alignment, proofread manuscripts, and developed supplementary educational content.

PRODUCTION EDITOR

Vibal Group, Inc. | July 2016 – November 2022 (6 Years, 5 Months)

- Managed editorial production workflows, proofread manuscripts, curated multimedia content, and produced scripts and educational materials.

EDITORIAL ASSISTANT

Vibal Group, Inc. | April 2014 – July 2016 (2 Years, 4 Months)

- Coordinated book production processes, proofread manuscripts, created content for children's books, and supported editorial operations.

EDITORIAL ASSISTANT

SENCOR | September 2013 – March 2014 (7 Months)

- Monitored and analyzed social media data to support client reputation reporting.

FREELANCE TRANSLATOR

GMA Worldwide, Inc. | March 2018 – March 2019 (1 Year)

- Translated Filipino TV drama scripts into English for international distribution.

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