

NAIRY TAHMAJIAN

EDITORIAL PROJECT MANAGER
PUBLISHING & DIGITAL LEARNING



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SUMMARY

Editorial Project Manager with 13+ years of experience leading complex publishing and digital learning projects across international markets. Specialised in managing full editorial production lifecycles, coordinating cross-functional teams, and delivering curriculum-aligned content across print and digital platforms. Combines strong editorial expertise with operational and project management leadership, ensuring quality, efficiency, and on-time delivery. Proven track record in workflow optimisation, stakeholder management, and large-scale content localisation, with measurable improvements in delivery timelines of up to 30%.

CORE EXPERTISE

Editorial & Publishing

Editorial Production • Content Development • Copyediting & QA • Localisation

Project Management

End-to-End Delivery • Scheduling • Budget Tracking • Risk Monitoring

Operations & Systems

Workflow Optimisation • Documentation • Reporting • Version Control

Collaboration

Stakeholder Management • Cross-Functional Coordination • Team Leadership

PROFESSIONAL EXPERIENCE

Editorial Manager & Operations Lead - York Press Ltd.

January 2020 – Present

Editorial Leadership

- Directed full editorial production cycle for K–12 programmes (print + digital)
- Ensured alignment with curriculum, pedagogy, and market requirements
- Developed editorial guidelines and quality standards

Project Management

- Managed multiple concurrent projects from concept to delivery
- Built and maintained project plans, schedules, and tracking systems
- Oversaw budgets, timelines, and risk management

Operations & Workflow

- Designed and optimised workflows, improving delivery timelines by 25–30%
- Implemented tracking tools (Excel, ClickUp) for monitoring progress
- Maintained structured documentation and version control systems

Stakeholder Coordination

- Liaised with authors, SMEs, designers, and partners across projects
- Managed contributor pipelines and cross-team communication
- Facilitated workshops and training sessions

Digital & Localisation Work

- Led localisation for MENA and international markets
- Oversaw digitisation of content into LMS-compatible formats
- Supported multimedia and digital learning development

Senior Editor & Project Coordinator - York Press Ltd.

Mar 2012 – Jan 2020

Editorial & Content

- Managed manuscript development, editing, and final production
- Conducted developmental, line, and copy editing

Project Coordination

- Coordinated multi-phase editorial workflows and delivery timelines
- Maintained tracking systems for schedules and outputs

Stakeholder Management

- Acted as liaison between authors, designers, and internal teams
- Coordinated contributors and ensured deadline alignment

Systems & Documentation

- Maintained version control and structured documentation systems
- Supported reporting and workflow monitoring

Curriculum & Research

- Adapted content for international markets and curricula
- Participated in classroom feedback and content refinement

KEY PROJECTS

Digital Curriculum Transformation

- Converted print programmes into LMS-compatible digital formats
- Integrated multimedia and interactive learning elements

International Localisation

- Adapted K–12 content for Middle East, North Africa, and global markets
- Ensured cultural and curriculum alignment

Workflow Optimisation

- Built tracking systems and streamlined editorial pipelines
- Improved efficiency and delivery timelines across programmes

INTERNATIONAL EXPERIENCE

Fund for Peace (USA)

Research and reporting on development initiatives

International Training Centre of the ILO (Italy)

Produced structured reports based on workshop outcomes

TECHNICAL SKILLS

Microsoft Office (Excel, Word, PowerPoint)

Adobe InDesign, Acrobat

ClickUp (Project Management)

LMS & Digital Content Systems

EDUCATION

MA in Political and Administrative Sciences

- Graduated: September, 2011

BA in Political and Administrative Sciences

- Graduated: September, 2010

LANGUAGES

English - Fluent

Arabic -Fluent

Armenian - Fluent