

ROBERT SMITH

Contributing Editor

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Highly qualified and reliable Editor professional looking for part-time or full-time employment. 7 years' administrative coordination experience within Proficiency in legal terminology, Knowledgeable in basic contract law and legal contract review practices, Worked with a variety of cultures around the globe, Excellent administrative skills. Worked with upper management directly to streamline processes for agreement review and signatures.

EXPERIENCE

Contributing Editor

ABC Corporation - AUGUST 2010 - AUGUST 2015

- Adhered to a strict deadline schedule for writers and editors.
- Pitched, independently researched, and wrote articles on various topics from parenting to electronics.
- Performed interviews for articles in person, on the phone, and via e-mail.
- Contributed ideas for layout design, ad sales, and topics at our monthly meetings.
- Worked closely with the publisher to maintain the magazines integrity and relevance within the community.
- Planned and executed participation in local events and festivals, including the yearly Strawberry Festival in Fort Mill, SC, so we could interact with readers face to face.
- Created digital content for the electronic newsletters, web pages, and other media channels based on client specifications.

Contributing Editor

Delta Corporation - 2007 - 2010

- Contributing content on mental health, veteran affairs, and personal development.
- Worked in collaboration with Toyotas PR team to execute a social media campaign geared towards military veterans.
- This project included interviewing country music recording artists and distributing content through Toyotas social media channels.
- Writing and editing front-of-book, back-of-book and feature-length content for four Chicago publications; pitching stories; overseeing fact checking .
- As a Contributing Editor for Gearist.com, my primary role is to reach out to outdoor companys PR and Marketing departments to have them send samples .
- Once I test the products, I then write reviews about the products and post them to our web page.
- Responsible for updating time-sensitive content to Zune Marketplace.




EDUCATION

- BA in Communication - (Dr. James Jordan Archaeology Field School at Longwood University. - Farmville, VA)

SKILLS

Microsoft Office, Adobe, Editing, Writing, Administrative Support, Organizational.