

Robert Smith

Phone (123) 456 78 99

Email: info@qwikresume.com

Website : www.qwikresume.com

LinkedIn: [linkedin.com/qwikresume](https://www.linkedin.com/qwikresume)

Address: 1737 Marshville Road, Alabama

Contributing Editor

SUMMARY

Award-winning editor, writer, blogger, and media relations professional with more than 15 years experience producing, editing, writing, and designing publications. Covers interactive publishing and online media as contributing editor for Interactive Publishing Alert.

SKILLS

Microsoft, Photoshop, Word press, Management.

WORK EXPERIENCE

Contributing Editor

ABC Corporation - 1994 - 1996

- Conducted research as requested by the fellow on a variety of topics.
- Assisted with writing and editing content, including research memos and briefs, blog posts, book chapters, and other publications, as needed.
- Assisted in logistical support for meetings, including but not limited to preparing distribution materials and assisting during events.
- Assisted with the social media presence and marketing strategy for the department, including drafting tweets and brainstorming outreach ideas, as needed.
- Attended relevant meetings and take notes to be shared with the department.
- Tracked daily news reports that are relevant to the department. Participated in ongoing planning activities with state chapters, national and regional staff, coalition partners, and key internal committees and task forces.
- Drafted, deployed, and/or placed letters to the editor, press releases, op-eds, and talking points in key regions as needed.

Contributing Editor

Delta Corporation - 1998 - 2001

- Preparing Standard 8 students for the Malawi school leaving.
- Editing, formatting, embedding, and scheduling posts using Tumblr and WordPress platforms for an international online lifestyle website with a daily.
- Translated articles from English to Chinese and Chinese to English.
- Researched popular monthly events.
- Provided over 15 stories covering various Greek Life topics on a weekly basis.
- Edited stories and contribute design ideas and layouts.
- Wrote and illustrated original content, including news, analysis, and commentary.

EDUCATION

Bachelor of Journalism - (University of Miami - Coral Gables, FL)