

ROBERT SMITH

Feature Writer

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Devoted charismatic professional recognized for his honesty, integrity, and leadership qualities. Looking to contribute to a hotel/restaurant management capacity, increasing customer satisfaction, retention, and acquisition by providing owner-like care and initiative.

EXPERIENCE

Feature Writer

ABC Corporation - DECEMBER 1997 - JANUARY 2003

- Compiled information into published articles that provided publicity for companies.
- Generated arts and entertainment topics of coverage.
- Traveled to various locations to collect information and conduct interviews to produce assigned features.
- Ensured content is replete with accuracy to the best of my knowledge while maintaining quality in language and layout.
- Developed fresh, Edited, researched, and re-wrote content as per the established standards and style sheet of the magazine.
- Coordinated with the designer for the page layouts and designs.
- Checked the texts for the overall content, spelling errors, grammar, and style.

Feature Writer

Delta Corporation - 1995 - 1997

- Published several articles for the company.
- Assisted in editing materials presented throughout the publication.
- Produced articles on important figures.
- Studied and applied demographics in order to cater to the target.
- Authored monthly feature articles for the internal legal publication.
- Drafted several high profile articles including coverage.
- Wrote articles for the professional tennis tournament.

EDUCATION

- Certification in Word Processing - 2001(The Quality of Life Program - Passaic County, NJ)

SKILLS

Excellent Intrapersonal Communication, Detail-Oriented, Multitasking.