

Magazine Editor

ROBERT SMITH

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Objective

Highly organized and detail-oriented Administrative /Receptionist with more than 10 years experience supplying thorough, organized administrative support to many executives.

Skills

Customer Service, Marketing Communications, Public Relations, Adobe InDesign, Microsoft Office, Adobe Photoshop, Final Cut Pro.

Work Experience

Magazine Editor

ABC Corporation - May 1998 - October 1998

- Created effective messaging using language, graphics, and marketing collateral.
- Produced high-quality finished printed material in a timely and efficient manner.
- Wrote and edited marketing emails, landing pages, white papers, datasheets, newsletters, and ads.
- Maintained working knowledge of marketing and SEO strategies.
- Responded constructively to direction and feedback, both positive and negative.
- Communicated strategies, concepts, and creative initiatives with authority, credibility, and clarity, building consensus and agreement for creative approvals.
- Reviewed published materials and recommended revisions to scope, format, and content.

Magazine Editor

Delta Corporation - 1995 - 1998

- Creator the article layouts within the magazine Recruiter of writers and photojournalist Director of team leaders, writers and photojournalists .
- Edited and proofread articles Wrote articles as needed Did layout and edited photographs Organized distribution of the magazine.
- Reviewed proposed material for the magazine and approved it for public readers.
- Coordinated all branches of the magazine to make them cohesive with one another.
- Planned fund-raising events for the companys English departments.
- Monthly Japanese language magazine and website company Magazine Editor Wrote and edited articles for the magazine, YOU Maga and website [http//www](http://www).
- My responsibilities included developing editorial ideas, writing feature content and designing pages in the groups magazines which included Manx .

Education

High School Diploma - (Central High School - Providence, RI)