

ROBERT SMITH

Magazine Editor

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SUMMARY

A highly skilled administrative assistant with graphics skills who is passionate about accuracy and is a hard-working, fast typist, quick learner, flexible and reliable, has traveled the world, lived in three countries and enjoys challenges and deadlines.

CORE COMPETENCIES

Proficient In Microsoft Office, Excel And Outlook, Internet, Social Media And Email System., Communication.

PROFESSIONAL EXPERIENCE

Magazine Editor

ABC Corporation - March 2003 – May 2015

Key Deliverables:

- Strong experience in working with magazine publications.
- Proficient in using computer and internet for research and work.
- Ability to manage magazine issues and meet deadlines.
- Supervised strategic plan preparation for advertising and editorial departments.
- Consulted with content experts on proposed editorial changes.
- Edited selected articles for planned page layout.
- Wrote all article headlines and captions.

Magazine Editor

Delta Corporation - 2002 – 2003

Key Deliverables:

- Content Development, pagination assistance, work in tandem w/graphic artist, managed freelance writers, lead generation, reporting/writing, conduct .
- Sorted out Japanese Exhibition information for internal periodical.
- Responsible for complete editorial "re do" of magazines allowing the company to realize a savings of more than \$25,000 Established magazine editorial .
- Holiday Inns, Inc.
- Worldwide Headquarters, Memphis, TN.
- Corporate Communications WRITING CLIENTS St.
- Martins Press (True Crime book), Beauty Sleep (09) Epicurean Charlotte Food & amp; Wine Magazine (current) PEOPLE Magazine (current) Charlotte Chamber of .

EDUCATION

- Bachelor's in electrical engineering - 1997(Xinjiang University, China - Urumqi, China)