

# ROBERT SMITH

## Magazine Editor

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Providing great customer service with a growing company. Assertive, self-motivated, goal-oriented, organized, and efficient. A team player, bringing enthusiasm and energy into group efforts.

## EXPERIENCE

### Magazine Editor

#### ABC Corporation - MARCH 2003 - MAY 2015

- Coordinated all branches of the magazine to make them cohesive with one another.
- Planned fund-raising events for the companys English departments.
- Wrote and edited articles for the magazine.
- Developing editorial ideas, writing feature content, and designing pages in the groups magazines which included Manx.
- Outstanding knowledge of editing in the Uyghur language.
- High editing expertise in magazine articles features and news.
- Processed accounts payable for the number of employees.

### Magazine Editor

#### Delta Corporation - 2002 - 2003

- Coordinated all branches of the magazine to make them cohesive with one another.
- Planned fund-raising events for the companys English departments.
- Wrote and edited articles for the magazine.
- Developing editorial ideas, writing feature content, and designing pages in the groups magazines which included Manx.
- Outstanding knowledge of editing in the Uyghur language.
- High editing expertise in magazine articles features and news.
- Processed accounts payable for the number of employees.

## EDUCATION

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

## SKILLS

Statistical Analysis, Budgeting, Strong Oral/Written Communication.