

Robert Smith

Magazine Editor

PERSONAL STATEMENT

Seeks to obtain a permanent career that provides challenging assignments as well as growth opportunities that will motivate to contribute to the productivity of the company and further develop skills.

WORK EXPERIENCE

Magazine Editor

ABC Corporation - March 2003 - May 2015

Responsibilities:

- Content Development, pagination assistance, work in tandem with w/graphic artist.
- Managed freelance writers, lead generation, reporting/writing.
- Sorted out Japanese Exhibition information for the internal periodical.
- Responsible for the complete editorial "re-do" of magazines allowing the company to realize a savings of more than \$25,000.
- Established magazine editorial.
- Entered financial data into the company accounting database to be verified and reconciled.
- Processed accounts payable for the number of employees.

Magazine Editor

Delta Corporation - 2002 - 2003

Responsibilities:

- Content Development, pagination assistance, work in tandem with w/graphic artist.
- Managed freelance writers, lead generation, reporting/writing.
- Sorted out Japanese Exhibition information for the internal periodical.
- Responsible for the complete editorial "re-do" of magazines allowing the company to realize a savings of more than \$25,000.
- Established magazine editorial.
- Entered financial data into the company accounting database to be verified and reconciled.
- Processed accounts payable for the number of employees.

Education

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

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

SKILLS

Organization, Inventory Management, Coordinating, Planning, Managing, Strong Leadership, Team Player.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)