Managing Editor III

ROBERT SMITH

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Objective

Interested in obtaining a clerical/office position where my work experience will be further developed and utilized. For over 20 years, I worked at a small town newspaper. I possess excellent grammar, writing and communication skills that are important in any office environment. I work well under pressure to meet deadlines. In addition to publishing a weekly newspaper, I also helped produce up to eight special sections per year for the newspaper.

Skills

Communication, Budget Managment, Staff Management, Planning, Editing.

Work Experience

Managing Editor III

ABC Corporation - 2004 – 2014

- Research, Analysis, & Writing Strategic Messaging Project Coordination Workflow Organization Deadline Management Played an integral role in the production of 3 monthly trade magazines - combined circulation of 150,000 subscribers - gaining subject matter fluency through research, trade show attendance, and exploration of the engineering trades.
- Conducted in-depth interviews throughout the industry, working extensively with CEOs, engineers, and product end-users to provide readers with 360-degree perspectives on a topic.
- Developed advertiser-focused supplements to promote offerings and secure ad revenue.
- Written & Verbal Communications Demonstrated exceptional communication skills while conducting interviews, writing articles, and communicating to a highly technical audience with expectations of excellence.
- Technology Deployment Leveraged technology to expand distribution and grow readership, incorporating the web - through dynamic sites and webcasts - to engage target audiences and promote expertise.
- Program Launch Conceptualized and developed a worldwide engineering graphics design contest, reaching out to existing and new audiences to generate interest and enthusiasm for the promotion.
- Process Improvement Identified opportunities to improve efficiencies, manage workflow more effectively, increase productivity, refine quality, and integrate technology to improve reader engagement.

Managing Editor

ABC Corporation - 1999 – 2004

- Managed Editorial staff for national bi-monthly magazine.
- Edited and assigned articles for publication.
- Managed editorial budget.
- Supervised writing staff and freelancers.
- Worked with publisher and art director to produce final proof.
- Guide editorial vision.
- Represented publication at national events..

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Education

MBA - (CLEVELAND STATE UNIVERSITY - Cleveland, OH)

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