

ROBERT SMITH

Junior News Editor

E-mail: info@qwikresumc.com

Phone: (0123)-456-789

SUMMARY

Communications professional skilled at interviewing, researching, writing, editing, designing written material under both routine and unpredictable circumstances. Experienced at public outreach and coordinating projects of all sizes.

SKILLS

Social media, Basic HTML, Adobe In Design, Adobe Photoshop, WordPress.

WORK EXPERIENCE

Junior News Editor

ABC Corporation - 2004 – 2005

- Secured and conducted interviews with actors for each issue, authored features and provided original content for multiple sections.
- Developed weekly content for a senior news editor, as well as ideas for future issues.
- Maintained consistent contact with show publicists and talent, and coordinated/attended photoshoots.
- Generated extensive original content for an issue devoted to the event, including actor interviews and coverage of daily happenings.
- Entrusted to cover 2 shows following the departure of fellow news editor.
- Monitored and followed up on opportunities for features and interviews to ensure strong coverage of each show and its performers.
- Created and developed valuable relationships with popular performers, as well as with photographers and publicists.

News Editor

ABC Corporation - 2002 – 2004

- News writer and editor for KSEA of Dayton, Korean Science and Engineering Association.
- Writing monthly health and engineering articles Checking article facts and ensuring that an article matches our in-house style guides.
- Volunteer Program Coordinator/guest speaker Office assistant for Wright State University (September of 2010- May of 2012) Set up events and participate in the events sponsored by the school.
- Speaker for events held by Asian American center at Wright State Receptionist for the Multicultural Center located in Millet Hall.
- Office duties included answering phone calls, run errands and photo copy.
- Manage and organized files, construct event plans, handles project due dates, Tour guide for students coming into the Asian Hispanic Native American Center.
- TRAINING CERTIFICATES CPR First Aid Child Abuse Communicable diseases.

SCHOLASTICS

- Bachelor of Fine Arts in Journalism - (Long Island University, CW Post University - Brookville, NY)