

# Robert Smith

## Associate News Editor

### PERSONAL STATEMENT

Experience with writing, proofreading and editing copy has spanned nearly 30 years. Able to work with the written word. Secure a position reading and editing novels.

### WORK EXPERIENCE

#### **Associate News Editor**

**The Saratogian - November 2006 - 2019**

##### *Responsibilities:*

- Responsible for design, pagination and overall news-side production of The Saratogian.
- In charge of the night operation, the point person related to all newsroom operations.
- Responsible for timely and accurate publication of wire and local news and photos.
- Supervising staff of editing paginators, including training, assigning and overseeing staff production.
- Preparation and delivery of staff performance evaluations.
- Associate Editor and page designer for the monthly glossy magazine, Spirit of Saratoga.
- Produce varied supplemental publications such as special sections and inserts -- Create and maintain standards for design and design elements, develops ways to improve presentation.

#### **News Editor**

**ABC Corporation - 2004 - 2006**

##### *Responsibilities:*

- As the news editor for The Northerner, I worked with writers to generate story ideas.
- Then, I would edit their stories for content quality, spelling and grammar.
- Also helped design the print issues using InDesign.
- Finally, I contributed writing to the paper.
- As an editorial staff, we managed to print error-free content in the paper.
- Even with tight deadlines, quality stories were always presented to our audience.
- Skills Used In this position, I edited for content, copy edited, wrote, mentored writers, and designed the paper using InDesign..

### Education

- (State University of New York - Albany, NY)

### **CONTACT DETAILS**

1737 Marshville Road,  
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(123)-456-7899  
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[www.qwikresume.com](http://www.qwikresume.com)

### **SKILLS**

Acrobat, Excel, Hiring,  
Graphic Design,  
Photoshop,  
Management, Lotus  
Notes.

### **LANGUAGES**

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

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

### **REFERENCES**

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