

ROBERT SMITH

News Reporter

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Dedicated and focused who excels at prioritizing, completing multiple tasks simultaneously and following through to achieve project goals.

CORE COMPETENCIES

Microsoft Office, Adobe Publisher., AP Style.

PROFESSIONAL EXPERIENCE

News Reporter

ABC Corporation - October 2015 – February 2016

Key Deliverables:

- Wrote lifestyle features and local reviews of artistic and cultural events.
- Edited and drafted incoming press releases to meet weekly printing deadlines.
- Developed internal strategies with publishers and editors to ensure comprehensive coverage and reporting within multiple time-sensitive parameters.
- Conducted in-depth research for soft news articles.
- Managed intake of third-party reports, press releases, and advertisements.
- Interviewed officials, educators, and residents to write hard news articles.
- Investigated education, conservation, and zoning practices to deliver town-wide information.

News Reporter

ABC Corporation - 2013 – 2015

Key Deliverables:

- I helped develop story ideas and set up and conducted interviews.
- Wrote and reported the news stories and helped in the editing process.
- Handled the health and education beat and also did some legislative and general assignment reporting according to the need of the assignment editor.
- I reported the news on a daily basis and handled difficult and complicated stories accurately and with integrity.
- Wrote and reported news series on recycling and juvenile diabetes.
- Skills Used I used my communication and writing skills to create news stories that were informative and easy to understand.
- Have a talent for working with visuals and words and I loved to put the two together in this job..

EDUCATION

Bachelor's in English - 2008(Baldwin Wallace University - Berea, OH)

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