

Robert Smith

Writer Editor III

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SUMMARY

Position is in Region 5, Office of the Regional Administrator, External Communications Office, Multimedia Communications Section. If selected, you must work at the location stated in this announcement. About Region 5: [Region 5 Webpage](#)

SKILLS

Creativity. Editors must be creative, curious, and knowledgeable in a broad range of topics, Detail oriented.

WORK EXPERIENCE

Writer Editor III

ABC Corporation - May 2012 - June 2014

- Drafted documents (speeches, briefings, scripts, letters to editor, brochures, all-hands messages) to inform external or internal audiences about programs, policies or actions.
- Participated in reviewing and editing materials written by others to communicate effectively to target audiences
- Worked with program staff to gain understanding of technical or scientific information and participate with higher graded specialists in explaining information clearly and accurately to a non-technical audience.
- Wrote materials on a variety of subjects such as reports, articles, pamphlets, scripts, or speeches.
- Edited manuscripts and other written materials prepared by others.
- Assisted subject-matter experts to meet required publication standards.
- Managed individual or serial publications from initial conception and content determination through to distribution, and coordinates the activities of other publishing personnel.

Writer Editor

Delta Corporation - 2011 - 2012

- Writes and edits bid and proposals to win government contracts with the Centers for Medicare & Medicaid Services, Strategics main customer.
- Ensures all proposals meet accuracy and grammatical standards and have a unified voice.
- Collaborates with proposal managers and subject matter experts about accuracy of content to meet Statement of Work requirements outlined in the bid.
- Edits and formats Bid and Proposal teams documents.
- Serves as the companys newsletter editor, which involves generating story ideas, organizing content, editing, and writing of articles for the companys intranet.
- Works closely with internal writers to ensure accurate, top quality news articles about the company and its employees.
- Served as an implementation team member for the learning management system that provides online continuing education (CE) to healthcare professionals.

EDUCATION

BS