

EDITORIAL ASSISTANT

Summary

Focused Journalist successful in developing feature articles, short stories, editorial pieces and broadcast scripts. Strong technical command of the English language and familiarity with a wide range of writing styles. Committed to maintaining journalistic excellence and integrity.

Skills

- Proficient with video editing software: Final Cut Pro and Edius.
- Desktop Publishing Software: Photoshop, Illustrator, HTML
- Photojournalism and videography
- Copy editing and proofreading
- Managing skills: advanced problem-solving, great organizational skills.

Experience

Editorial Assistant 08/2017 Company Name City , State

- Head of submissions department.
- Act as the first point of contact for author's questions, concerns ect. during the submission process.
- Update and maintain company's database.
- Review samples to determine if suitable for publication.

Production Assistant 01/2017 to 08/2017 Company Name City , State

- Provided video production and digitization services to faculty, staff, and departments at The University of Tennessee.

Intern 01/2016 to 06/2016 Company Name City , State

- Contributed articles and photos to Sydney local magazine Peninsula and Northshore Living.

Intern Reporter 08/2015 to 12/2015 Company Name City , State

- Captured visual content and edited general assignment stories to be shown on air.
- Gathered and verified factual information regarding stories through interviews, observation and research.

Columnist 08/2013 to 12/2016 Company Name City , State

- Published weekly op-ed in school newspaper titled School of Sarcasm.
- Topics covered campus life.
- Received highest readership for three consecutive years.

Freelance Writer 08/2014 to Current Company Name City , State

- Wrote unique articles for Wojdylo media, pertaining to social media advancements.

Deejay 01/2014 to 06/2014 Company Name City , State

- Presented local news on campus public radio.
- Organized playlists for radio and announced song titles.

Education and Training

Bachelor of Science : Journalism 2017 The University of Tennessee City , State Bachelor of Science in Communication and Information with a major in Journalism and Electronic Media and a minor in English.

Activities and Honors

Selected to participate in College of Communication and Information Global Scholars Study Abroad Program in Sydney, Australia for Spring 2016.