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## Assignment Editor Resume

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### Job Objective

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To be given the opportunity to use my education and past experiences as Assignment Editor to enhance the growth of company.

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### Summary of Qualifications:

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- Remarkable experience in producing television shows and gathering all necessary information
  - Profound knowledge of journalistic standards and practices
  - Thorough knowledge of all news agencies
  - Familiarity with TV production and electronic newsgathering
  - Good understanding of ethical and legal issues related to news
  - Ability to work according to journalistic standards
  - Ability to keep update on current events
  - Ability to select stories for reporting
  - Ability to coordinate coverage with newsroom staff and the public
  - Excellent communication skills in both written and oral forms
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### Work Experience:

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- Assignment Editor, July 2007 – Present
  - Univision Communications Inc., San Bruno, CA
  - Supervised new gathering process verified stories and produced all breaking stories.
  - Developed various stories in coordination with crew members for interviews and logistics.
  - Determined coverage for spot news and special reports, ensured newsroom scanners worked according to law enforcement and fire agencies.
  - Managed all photographers and reporters and designated work.
  - Assisted reporters in developing stories and researching on same.
  - Coordinated with products, writers and web editor and updated stories on same.
  - Monitored all video feeds and arranged it appropriately for stories.
  - Participated in editorial meetings on a regular basis.
  - Assignment Editor, March 2004– June 2007
  - Meredith Corporation, San Bruno, CA
  - Monitored all fire and police scanners for potential stories and responded immediately.
  - Managed crew members and reporters to provide coverage to entire story.
  - Coordinated with staff present in newsroom and incorporated all breaking news to same.
  - Initiated and forecasted news stories and maintained communication with new producers.
  - Studied working of various new sources such as newspapers and magazines.
  - Maintained all story files and managed new sources through phone.
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### Education:

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- Bachelor's Degree in Communications, Mars Hill College, Mars Hill, NC

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