
Assignment Editor Resume

Job Objective

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

Summary of Qualifications:

- 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:

- 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:

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

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