
Assistant Editor Resume

Job Objective

To work as Assistant Editor in which to grow and expand in this field while becoming a valued member of your team.

Summary of Qualifications:

- Vast experience in developing and presenting online media content
 - Exceptional knowledge of web technologies and content management systems
 - Ability to select online content for audiences
 - Ability to write and edit stories
 - Proficient with MS Office Suite, HTML and Photoshop
 - Good understanding and working of social media marketing
 - Strong writing, editing and leadership skills
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Work Experience:

- Assistant Editor, July 2007 – Present
 - Penton Media, Phoenix, AZ
 - Provided content for programs by interviewing industry leaders, researching trends and producing content.
 - Edited all technical content for web, checked all facts, coordinated with author and ensured compliance to edit style.
 - Monitored queries for editorial calendar conducted briefings and managed all requests made for review and briefings.
 - Developed content for buyers guide by performing regular research.
 - Managed web traffic to site and monitored it according to subjects and author searches.
 - Assistant Editor, March 2004– June 2007
 - BNP Media, Phoenix, AZ
 - Developed content, researched and edited for regular issues and special sections of publications.
 - Planned, researched and wrote all special case studies going into publication.
 - Edited all copies required for columns and features.
 - Monitored content for e-newsletter, assembled it and send it to appropriate readers.
 - Assisted in brand awareness by regularly participating in social media.
 - Participated in all conferences and trade shows as required.
 - Coordinated with editorial staff and prepared editorial calendar.
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Education:

- Bachelor's Degree in English, College of Saint Benedict Saint John's University, Saint Joseph, MN

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