
Associate Editor Resume

Job Objective

To obtain Associate Editor position with reputable company to enhance my career and help company excel.

Highlights of Qualifications:

- Vast experience in designing websites and coding for HTML and XML scripts
 - Operational knowledge of all contracts, forms and associated clauses
 - Familiarity with principles, practices, and techniques of editing and publishing
 - Proficient with Dreamweaver, MS office Suite and Adobe Suite
 - Ability to work on templates
 - Ability to proof read and edit copies
 - Ability to manage all publication tools
 - Ability to report and write copies
 - Excellent reporting and writing skills
 - Strong proofreading and copy editing skills
-

Professional Experience:

- Associate Editor, July 2007 – Present
 - American Society for Training, Martin, KY
 - Developed articles on various business trends, wrote columns and features on same.
 - Coordinated with various subject matter experts and writers to develop content.
 - Edited and proof read all copies and related website pages.
 - Provided support to press and marketing projects.
 - Managed all social networking sites such as Twitter and Facebook and maintained blog posts.
 - Maintained and updated CMS pages for websites.
 - Prepared monthly newsletter for projects.
 - Associate Editor, March 2004– June 2007
 - QuinStreet, Martin, KY
 - Provided technical support to editor, edited content and formatted it.
 - Coordinated with freelancers and editors and ensured completion of articles according to schedule.
 - Monitored all articles to be posted on websites, formatted and edited it according to need.
 - Managed special projects and prepared reference information for individual projects.
 - Maintained static pages for website and updated content on same.
 - Verified all users submitted articles and ensured its compliance with content standards for websites.
-

Education:

- Bachelor's Degree in English, Saint Anselm College, Manchester, NH

[Build your Resume Now](#)