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# BLOG EDITOR RESUME

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## Career Objective:

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Actively seeking Blog Editor position in which to contribute my knowledge in this field to the overall success of company.

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## Summary of Qualifications:

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- Remarkable experience in managing online media specially blogs publishing
  - Exceptional knowledge of all social media tools and content management systems
  - Profound knowledge of copy editing copies
  - Ability to train subordinates in managing blogs
  - Outstanding grammar and writing skills
  - Good understanding of social media networks and SEO
  - Familiarity with SEO, RSS, Twitter, Facebook, HTML and Photoshop
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## Work Experience:

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- Blog Editor, July 2007 – Present
  - CTQ Media, Sheboygan Falls, WI
  - Oversaw original content on a daily basis and monitored all breaking news on sites.
  - Initiated, developed and implemented various content strategies and ideas.
  - Coordinated with various product, editorial and legal teams on all financial blogs.
  - Monitored all blogs ensured its compliance with necessary style standards.
  - Managed photos and edited copies and accredited photos as necessary.
  - Determined budget for projects managed payrolls and resolved any issues faced by personnel.
  - Hired and trained new bloggers in developing original blog content.
  - Studied all statistical data, analyzed it and derived necessary results.
  - Blog Editor, March 2004– June 2007
  - Yahoo! Inc, Sheboygan Falls, WI
  - Produced blog on an everyday basis and ensured development of new content on same.
  - Coordinated with designer, editor and product editor and developed blog pages and layout along with necessary graphics.
  - Monitored competitive websites and managed online tools to determine strategies for development.
  - Maintained an archive of all layout files and photographs used.
  - Ensured optimization all content by using necessary tags and SEO of content.
  - Administered and prepared an editorial calendar and updated it as required.
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## Education:

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- Bachelor's Degree in Communications, Southwestern Adventist University, Keene, TX

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