
Communications Editor Resume

Job Objective

Seeking Communications Editor position that will challenge my skills and talents while allowing me to make tremendous contributions to company.

Highlights of Qualifications:

- Remarkable experience in managing public relations for organization
 - Outstanding knowledge of writing and editing online production
 - Deep knowledge of gathering information through research
 - Familiarity with AP and journalistic style
 - Proficient with InDesign, PageMaker, and PhotoShop software
 - Superior editing, writing, and proofreading skills
 - Ability to proofread copies and check spellings
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Professional Experience:

- Communications Editor, July 2007 – Present
 - Invesco-US, Harrisburg, PA
 - Managed project and developed all communication related to shareholder such as annual reports, article reprints and statement messaging.
 - Scheduled meetings for each individual projects, prepared schedules for printing and delivered projects.
 - Ensured accuracy of content prior to material publications.
 - Maintained projects and obtained all design and approval.
 - Edited and proofread all copies and ensured compliance to style.
 - Coordinated with product managers, accountants and designers and developed client relationships.
 - Communications Editor, March 2004– June 2007
 - Zurich Financial Services Ltd, Harrisburg, PA
 - Developed communication for all training programs, seminars, home study kits and other educational programs.
 - Planned and prepared communications for all claims.
 - Reviewed existing communication materials, recommended changes to improve materials and delivery methods.
 - Analyzed need of customers and developed designs according to same.
 - Coordinated with portal communication team and wrote and posted stories of content to claims connection.
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Education:

- Master's Degree in Administration, West Virginia University, Morgantown, WV
- Bachelor's Degree in Administration, Knoxville College, Knoxville, TN

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