
Desk Editor Resume

Job Objective

Seeking Desk Editor position in which to utilize my education and work experience to their fullest.

Summary of Qualifications:

- Remarkable experience in managing cable news channel content
 - Huge knowledge of news program and its production process
 - Outstanding knowledge of newsmakers and government departments
 - Wide knowledge of public policy and current events
 - Ability to research and write accurate copies
 - Ability to research, develop and implement plans for print, photo and broadcast news coverage
 - Proficiency in editing and shooting for production
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Work Experience:

- Desk Editor, July 2007 – Present
 - NBC Universal, Plymouth Meeting, PA
 - Supervised working of assignment desk and ensured coverage of news in shifts.
 - Administered working of editorial staff and crews on assignments.
 - Coordinated with producers and managers for development of stories.
 - Collaborated all feeds received from satellites and other sources in news stories.
 - Monitored all visual materials required to support stories.
 - Produced live remotes in assistance with crews.
 - Desk Editor, March 2004– June 2007
 - Associated Press, Plymouth Meeting, PA
 - Edited and monitored file news from various regions.
 - Coordinated with editors, designers and ensured coverage of all broadcasts formats.
 - Collaborated with news editor and reporters and ensured accuracy of content provided.
 - Monitored all urgent news and ensured it is filed in time.
 - Developed and wrote stories on both national and state level.
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Education:

- Bachelor's Degree in Broadcasting Communications, Augustana College, Rock Island, IL
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