

---

## 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
- 

### 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.
- 

### Education:

---

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

[Build your Resume Now](#)