
EDITORIAL ASSISTANT RESUME

Summary:

A support personnel to the editorial staff in all publication activities; coordinated administration jobs to photographers, illustrators and freelance writers to ensure meeting of deadline and expected commercial distribution release; has the ability to organize and systematically create summarized written reports, and comprehensively presented manuscript records; has a strong network of press contacts and has good rapport with authors; functions as a liaison officer to the other departments

Professional Experience:

Copywriter January 2002 – Present
The Business Journal, Santa Rosa, California

Responsibilities:

Met and collaborated with the sales, creative and editorial department in the creation of business plans, advertising campaign, strategies and themes to finalize client's core message and requirements.
Created and developed advertising ideas for particular brands targeting a specific demographic.
Monitored, targeted and ensured delivery in adherence to production deadlines and brought concepts to life based on client-approved story boards.
Counter checked advertising content and references that it adheres to advertising practices.
Modified story concept until the customer is satisfied.

Creative Writer August 1990 – December 2000
The Campbell Reporter, Campbell, California

Responsibilities:

- Handled written material review, editing and revisions according to the tone, style and form required to meet expectations of both editor and readers of the publication.
- Researched on topics for discussion, did interviews with involved individuals necessary to provide factual basis and strengthen plot of the story being developed.
- Collaborated with several writers on deadlines, specific writing assignments and joint projects.
- Organized project material input according to appropriate sequence, story synopsis and outline arrangements.
- Wrote a diverse range of stories covering both fiction and non-fiction compositions.

Publication Staff July 1989 – June 1990
The Enterprise Record, Chico, California

Responsibilities:

Met and collaborated with the sales, creative and editorial department in the creation of business plans, advertising campaign, strategies and themes to finalize client's core message and requirements.
Created and developed advertising ideas for particular brands targeting a specific demographic.
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Modified story concept until the customer is satisfied.

Creative Writer August 1990 – December 2000
The Campbell Reporter, Campbell, California

Education:

1987 – 1989 Masters Degree in Creative Writing
University of Virginia VA
1983 – 1987 Bachelor of Science in Journalism
University of Arizona

Skills:

- Excellent English written and oral communication skills
- Above-average comprehension and proofreading skills
- Proficient in Microsoft Office applications
- Business correspondence and telemarketing skills

Awards and Affiliation:

Writer's Guild, Member
Dean's Lister, University of Virginia, VA, 1985

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