
Lifestyle Editor Resume

Job Objective

Dedicated Lifestyle Editor looking for an opportunity to work for reputable company where my skills and experience will be of value.

Highlights of Qualifications:

- Remarkable experience in editing and writing content for lifestyle web sites
 - Profound knowledge of social media
 - Ability to maintain good relationships with PR contacts
 - Ability to manage content management systems and tagging
 - Ability to write, and edit content (text, photos, and video)
 - Exceptional editing and proofreading skills
 - Skilled to develop and implement social network strategies
 - Proficient with HTML, Dreamweaver, MS Office Applications
 - Familiarity with different online content platforms – blogging, social media and email newsletters
 - Good understanding of SEO, HTML, tagging and content management systems
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Professional Experience:

- Lifestyle Editor, July 2007 – Present
 - Time Warner, Arrowsmith, IL
 - Edited and assigned articles to necessary reporters and freelancers.
 - Monitored content in compliance with AP editorial style and grammar.
 - Developed project schedule and an editorial calendar.
 - Managed work of freelance writers and editors and hired accordingly.
 - Oversaw all editorial meetings and budgets for various sites.
 - Hired new writers and prepared necessary contracts.
 - Prepared status reports on site performance and submitted it to editorial director.
 - Designed new features, tools and columns for website.
 - Lifestyle Editor, March 2004– June 2007
 - TheCelebrityCafe.com, Arrowsmith, IL
 - Initiated article ideas and content packages which include photos and videos.
 - Developed editorial calendar and covered trends and news.
 - Hired and managed a network of freelance writers.
 - Edited and produced content with help of web publishing tools.
 - Coordinated with content customers and administered needs.
 - Oversaw successful completion of all plans.
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Education:

- Bachelor's Degree in Journalism, Alaska Pacific University, Anchorage, AK
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