
Newsletter Editor Resume

Job Objective

To obtain News Editor position with reputable company to enhance my career and help company excel.

Summary of Qualifications:

- Remarkable experience in journalism and editing field
 - Deep knowledge of internet and hyperlink information into Word document
 - Proficient with MS Office Suite
 - Familiarity with newsletter editing, and web sourcing
 - Superior decision-making and planning skills
 - Excellent organization skills
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Work Experience:

- Newsletter Editor, July 2007 – Present
 - Daily Chronicle, West Palm Beach, FL
 - Proofed articles for content, length and grammar.
 - Scheduled articles into newsletter template.
 - Reinvented newsletter headings and ensured timely completion of newsletter.
 - Coordinated with Program Representative for final authorization and distribution.
 - Newsletter Editor, March 2004– June 2007
 - Prospect News, West Palm Beach, FL
 - Managed timelines set by printer and board of directors.
 - Handled typing and printing with regard to the newsletter.
 - Coordinated with the Executive Director.
 - Administered advertising with regard to the newsletter.
 - Supervised production of newsletter with printer.
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Education:

- Bachelor's Degree in Journalism, Raymond Walters College, Blue Ash, OH

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