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# NEWSPAPER EDITOR RESUME

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## Summary:

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A highly motivated individual with years of solid experience as an editor for print publications; has the ability to achieve high productivity standards and quality of work; an effective teamleader with an ability to effectively manage and increase productivity of employees within the team; possesses the ability to work with minimal supervision; knows how to excellently manage time, money and resources; excellent interpersonal skills and is able to communicate and collaborate effectively with co-workers of all levels

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## Professional Experience:

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Newspaper Editor January 2007 – Present  
NY Star Publications, New York

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## Responsibilities:

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Edited stories on current events and finalized layouts within deadline set for final prints.  
Conducted investigative reports on news and public affairs.  
Assigned news assignments to reporters to go out on field and look for interesting news happening around the city.  
Evaluated all stories from reporters and edited them before being printed on the newspaper.  
Coordinated with the design department regarding production of daily layouts of the newspaper thematically arranged to be more interesting for the readers.  
Newspaper Editor May 2004 – December 2006  
World News Inc., New York

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## Education:

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Masters Degree in Mass Communication, University of Arizona, 1999  
Bachelor of Science in Mass Communication, University of Arizona, 1997

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## Skills/Certifications:

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- Strong leadership and teamwork attributes
  - Excellent time management skills
  - Proficient in computer skills
  - Knowledge in investigative reporting
  - Ability in assessing good materials for articles in the newspaper
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## Associations/Organizations:

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New York Editors Organization, Member

American Mass Communication Society, Member

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