
Online Content Editor Resume

Job Objective

Seeking the opportunity to fill Online Content Editor position with reputable, growing organization.

Highlights of Qualifications:

- Remarkable experience in online marketing and editing online content
 - Familiarity with Content Management Systems, informal web writing style
 - Proficient with MS Word, Excel, PowerPoint, and Outlook
 - Wide knowledge of designing, building, and deploying content web pages
 - Profound knowledge of formulating customer-facing materials
 - Ability to supervise network of freelance writers
 - Ability to correct spelling mistakes and grammatical errors
 - Ability to edit, proofread and perform text editing functions
 - Ability to retrieve articles from archives and rearranging within publications
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Professional Experience:

- Online Content Editor, July 2007 – Present
 - Zendesk, Syracuse, NY
 - Administered developing, enforcement and handling content strategies.
 - Established and supervised content strategy.
 - Formulated and proofed online content.
 - Authorized to assure accuracy and consistency of style.
 - Edited text for style and accuracy.
 - Online Content Editor, March 2004– June 2007
 - The Global Public, Syracuse, NY
 - Assisted subject matter experts and selected content to feature on the site.
 - Managed content and merchandised roadmaps.
 - Formulated copy for the entire site and designed lead generation campaigns.
 - Handled banners and graphics development.
 - Maintained online content and conducted online marketing tests.
 - Coordinated with Public Online team and supervised third-party vendor work.
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Education:

- Bachelor's Degree in Marketing, Skagit Valley College, Mount Vernon, WA
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