
Research Editor Resume

Job Objective

To secure Research Editor position with well-established firm where my years of training will be put to good use

Summary of Qualifications:

- Remarkable experience in research and technical writing or editing
 - Ability to review of technical writings and reports
 - Profound knowledge of politics and daily news
 - Proficient with MS Office, QuarkXPress, Entourage and Mac
 - Solid writing and editing skills
 - Ability to work effectively and efficiently under extreme deadline pressure.
 - Ability to compose all types of writing for various audiences
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Work Experience:

- Research Editor, July 2007 – Present
 - Time Warner, Lansing, MI
 - Managed factual accuracy of content.
 - Coordinated with copy staff and editors.
 - Maintained completeness of backup files.
 - Formulated per-issue resources and reality checkers lists.
 - Resolved legal problems and coached freelance researchers.
 - Research Editor, March 2004– June 2007
 - LFP Publishing Group, LLC, Lansing, MI
 - Scrutinized facts of content for accuracy.
 - Evaluated editorial photo material.
 - Aided legal analyzing of all content.
 - Managed research library and archives.
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Education:

- Bachelor's Degree in Journalism, Brooklyn College, Brooklyn, NY

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