
Website Editor Resume

Job Objective

Hard-working, self-motivated and experienced Website Editor seeking a full-time position with reputable organization.

Summary of Qualifications:

- Remarkable experience with writing, updating, and creating content for websites
 - Familiarity with online trends and new web programs
 - Expertise in Editorial planning and online web content management
 - Wide knowledge about blogging, general online publishing best-practices, social networks,
 - Proficient with BPM software, CSS, Javascript, Dreamweaver, HTML, PHP, Adobe Suite and MS office Applications
 - Ability to perform copy editing, headline/cutline writing, photo editing for website
 - Excellent editing and journalistic skills
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Work Experience:

- Website Editor, July 2007 – Present
 - Application Development Media Group, Philadelphia, PA
 - Supervised technical and news content on website.
 - Proofed technical material and established editorial calendars.
 - Innovated and formulated multi-media content.
 - Handled editorial budget and maintained search engine optimization.
 - Coordinated with analysts, freelance writers and book writers.
 - Administered team of freelancers and junior employees.
 - Website Editor, March 2004– June 2007
 - Mentor Graphics, Philadelphia, PA
 - Scrutinized content ahead of posting.
 - Maintained changes to present content.
 - Aided maintenance of current website and managed distribution of website analytics.
 - Established new web content and document policies.
 - Coordinated with fellow staff about the current technology trends.
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Education:

- Bachelor's Degree in Journalism, New Jersey City University, Jersey City, NJ
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