

JANE DOE

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PRINT MEDIA PROFESSIONAL

MAGAZINES / NEWSPAPERS / PRIVATE PUBLICATIONS

Crown Corporations, Government & Post-Secondary Institutions and Private Communications Firms

Dynamic publishing professional with 10 years experience producing highest quality work within tight timelines. Expert in story development. Extensive interviewing and researching experience. Strong eye for detail. Independent, creative and critical thinker with sound judgment and strategic decision-making competencies. Ability to work autonomously and as a team player. Proven ability to adapt to new tasks and environments quickly and thoroughly.

• Assigning & Editing	• Interviewing & Research
• Print & Online	• Copyediting & Proofreading
• Analysis & Problem-Solving	• Effective Presentations
• Written & Oral Communications	• Printing & Production

PROFESSIONAL EXPERIENCE:

Writing Experience

- Produce high-quality feature stories for a variety of local and national magazines by conceptualizing and pitching story ideas, conducting interviews and researching and writing finished product.
- Enhanced profile and visibility of Local Business by working closely with owner to determine advertising message and write effective copy for insertion in advertising circulars and community newspaper.
- Responsibilities included regular writing, researching, copy-editing, proofreading and fact-checking duties as assistant editor for *City Magazine*, and editor for a variety of contract publications.

Editorial Experience

- Provide valuable communication link to over 70 families with children enrolled in three separate programs by editing, laying-out and printing school newsletter at regular intervals throughout school year.
- Secured authors to create new product for company through extensive knowledge of both company needs and suitable writers in my territory.
- Responsibilities included regular writing, researching, copy-editing, proofreading and fact-checking duties as assistant editor for *City Magazine*, and editor for a variety of contract publications.

Sales Experience

- Successfully managed territory from home office through use of excellent organization and communication skills to manage contacts with clients and head office.
- Won adoptions at significant accounts by combining strong personal, written and presentation talents to demonstrate benefits of company product and customer service over competition.
- Significantly expanded territory revenues with a one-year increase of 147 per cent over previous year's sales.
- Developed a strong presence for company using excellent customer relations skills to raise profile of products in a territory that was historically weak for the organization.

Fundraising Experience

- Responsible for running Telemail program by interviewing, hiring and training 70 employees, expanding program from 10,000 to 50,000 contacts and increasing revenues by 65 per cent over previous year's figures.

CAREER SUMMARY:

INDEPENDENT CONTRACTOR , City, PR	Freelance Writer / Editor
ABC PUBLISHING COMPANY , City, PR	Sales & Editorial Specialist – Higher Education
123 PUBLISHING COMPANY , City, PR	Sales & Editorial Specialist – Higher Education
PRINTING GROUP , City, PR	Customer Service Representative
MAGAZINE PUBLISHERS , City, PR	Writer / Editor
TRAINING COMPANY , City, PR	Marketing Coordinator
LARGE UNIVERSITY , City, PR	Telemail Manager

EDUCATION & TRAINING:

Bachelor of Journalism – University, City, PR	1996
Bachelor of Arts (Honours) –University, City, PR	1994
Storytelling through Quilting – Quilting Store, City, PR	2001
French Language Credit Courses – University, City, PR	1996 to 1997
Journalism Internship – <i>Community Newspaper</i> , City, PR	1996

ASSOCIATIONS & AFFILIATIONS:

Newsletter Editor: Cooperative Nursery School, City, PR	2005 to Present
Co-operative Member: Cooperative Nursery School, City, PR	2005 to Present
Scholastic Books Representative: Cooperative Playgroup, City, PR	2004 to Present
Member: Cooperative Playgroup, City, PR	2002 to Present
Promotions Coordinator: Community Harvest Festival, City, PR	2005

AWARDS:

100 Per Cent Club	2001 to 2002
123 Publishing Company – Top Performer	1998 to 1999
Cum Laude ranking – University, City, PR	1996
Entrance Scholarship – University, City, PR	1990

TECHNICAL QUALIFICATIONS:

Software:	MSoftware (Word, Excel, PowerPoint, Outlook), Quark Xpress, Voice Studio
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