

Experience

Section editor

Sept. 2008 to March 2011

The Daily of the University of Washington / Seattle, Wash.

- Overcame challenges connecting with the community, developing writers' stories and developing section design as Opinion Editor
- Made contacts in the community and maintain media relations
- Produced and edited content for several special sections and inserts, managing a large staff and showing responsibility for a link to advertising sales and marketing
- Assigned and edited stories for the arts and entertainment section

Focus-group recruiter

July 2010 to Sept. 2010

Gilmore Research Group / Seattle, Wash.

- Adhered to high standards of quality in customer service and data-gathering
- Worked with a team to produce valuable information and recruit participants for market-research focus groups while meeting recruitment quotas

Copy Chief

Jan. 2010 to July 2010

The Daily of the University of Washington / Seattle, Wash.

- Brought together management skills and technical skills to train and supervise a staff of five to 10 copy editors; also responsible for employee payroll and performance assessments
- Edited all stories for content and AP and in-house style
- Completed final quality check on newspaper before sending to printer

Copy editor

June 2009 to Dec. 2009

The Daily of the University of Washington / Seattle, Wash.

- Worked with section editors and Copy Chief to edit for clarity and consistency without compromising style and content
- Mastered understanding of the editorial process and story flow while gaining familiarity with all aspects of the paper's editorial department

Customer interviewer; Weds./Thurs. site supervisor

March 2009 to Sept. 2009

Entertainment Works, Inc. / Seattle, Wash.

- Managed a team of up to four recruiters and interviewers at a time
- Produced valuable market-research data for clients while meeting daily quotas
- Gained customer-service and customer-relations skills through recruiting and interviewing respondents in a retail or entertainment environment

Arts and entertainment writer

March 2008 to June 2008

The Daily of the University of Washington / Seattle, Wash.

- Completed a writer-training program with experienced staff
- Learned the importance and effects of deadlines

Education

University of Washington, 2011

Seattle, Wash.

B.A.: Comparative Literature: Cinema Studies; Diversity minor

Qualifications

Personal traits

Extreme attention to detail

Organization

Reliability

Strong ability to work under pressure and on deadline

Computer proficiencies

Typing 80 WPM

10-key data entry

Microsoft Office

WoodWing content management

Adobe CS3: InCopy, InDesign,

Illustrator, Photoshop

Communication skills

Formal and creative writing

AP style

Phone

Customer service

References

The Daily of the University of Washington

Lexie Krell

Editor-in-Chief

907-982-0659

Lael Telles

Copy Chief

360-621-4056

Entertainment Works, Inc.

Jason Angeles

Former site supervisor

206-491-9583