[email] ▪ Ext: [phone]

# [Your Name]

## [Desired Job Title]

## Accomplishments

* Eight years of editorial experience in the area of print and online technical communication.
* Appointed chief coordinator on the A. Datum Corporation Editorial Board.
* Developed, researched, and delivered on time the A. Datum Corporation Style Guide.
* Wrote specifications for the Editorial Request Tool, an innovative design using Microsoft Visual Basic to enable the efficient submission of requests to the A. Datum Corporation Editorial Board.
* For more than four years, managed the editorial department at Consolidated Messenger, which consisted of four employees who provided editorial coverage to the company’s then 21 writers.

## Professional Experience

Technical Editor III–[A. Datum Corporation](http://www.adatum.com/), [City, ST]▪ [Month, Year]– Present

* Develop and publish editorial procedures to support the more than 80 writers who document peer-to-peer services and network strategies in the e-commerce space.
* Specify and prototype tools to increase editorial efficiently in the workplace, and work directly with writing teams to develop customer-focused content.
* Maintain the editorial schedule and ensure that the six editors on my team have sufficient work.
* Collaborate across teams to share information and coordinate on new ideas at the weekly editorial board meetings.

### Managing Editor–[Consolidated Messenger](http://www.consolidatedmessenger.com/), [City, ST]▪ [Month, Year]– [Month, Year]

* Edited content, managed four editors, and provided usability feedback for Web site development projects that showcased the company’s business-to-business wireless services.

### Projects Editor–[Litware, Inc](http://www.litwareinc.com/)., [City, ST]▪ [Month, Year]– [Month, Year]

* Researched, wrote, and edited content for the department’s Web site. Conducted usability studies on the site and provided troubleshooting assistance as needed.

### Freelance Writer–[Baldwin Museum of Science](http://www.baldwinmuseumofscience.com/), [City, ST]▪ [Month, Year] – [Month, Year]

* Interviewed specialists in scientific areas and wrote informative articles on current scientific practices and theory as they pertained to the mission of the museum.
* Purchased articles were printed in the quarterly 32-page magazine published by the museum.

### Freelance Editor–[Lucerne Publishing](http://www.lucernepublishing.com/), [City, ST]▪ [Month, Year] – [Month, Year]

* Wrote and edited feature news articles and press releases for daily metropolitan newspaper under stringent deadlines. Highlights include covering the North Carolina Incident.

## Programming and Software Skills

Microsoft Visual Basic, HTML, Microsoft Office, Microsoft Windows, Adobe PhotoShop and Illustrator

## Education

[Degree Obtained]– [College Name], [City, ST] ▪ [Year]

[Degree Obtained]– [Degree Obtained], [Degree Obtained] ▪ [Year]