

PROFESSIONAL SUMMARY

Proficient copy chief with 15 years of experience in writing, editing and managing editorial needs for online and print magazines, marketing materials, social media and outgoing correspondences.

PROFESSIONAL EXPERIENCE

Munce Group, Copy Chief

May 2003 - Present

- Wrote, prepared and edited product copy, reviews and articles for monthly consumer catalogs and a variety of marketing publications
- Managed multiple key accounts and oversaw customized catalog production by developing a timeline, keeping designers and clients on schedule, preparing a catalog layout and requesting product information from vendors
- Created script for monthly on-hold telephone program
- Assisted production manager by meeting with publishers, contracting ad space and proofing contracts
- Coordinated soundcheck times, AV needs and meet and greets for VIP authors and artists at company-hosted tradeshow

MTL Magazine, Editor

May 2003 - Present

- Re-launched a national print periodical, published five times a year
- Conceptualized content aimed at our target audience and maintained editorial planner
- Worked with publishers to schedule and collect editorial features in print magazine and monthly online magazine
- Developed content layout and page design in collaboration with a graphic designer
- Organized and conducted interviews and wrote cover stories and other profile pieces
- Utilized grammar skills to edit layout and editorial content in print magazine, online magazine, weekly e-newsletter and blog posts by the pre-determined deadlines

Staffing Solutions by Personnel One, Clerical

June 1999 – May 2002

- Provided assistance to office personnel by answering phones, filing and data entry at various companies
- Communicated with clients and prospective clients for sales calls

EDUCATION

Pensacola Christian College, Pensacola, FL
BA in English with a double minor in journalism and home economics

*Graduated May 2003- 3.83 GPA
magna cum laude*

SKILLS

Experience in Word, Excel, Access, InDesign, WordPress, Constant Contact

COMMUNITY INVOLVEMENT

Bible Study Fellowship (BSF) children's leader and group leader for 10 years, AWANA leader, mission trips, mentoring children in government housing, Pinellas Habitat for Humanity, Coastal Cleanup, Special Olympics