**JOHN DOE**

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(203) 222-1234

**SUMMARY OF QUALIFICATIONS**

* Experienced editor skilled in all facets of creative projects, including writing, proofreading and publishing
* Maintains high level of accuracy while delivering professional results on multiple, simultaneous projects
* Adept at working with variety of teams, contributing valuable customer service and innovative content and ideas

**TECHNICAL SKILLS**

Fluent in Spanish; Excellent proficiency in Microsoft Office Applications: Word, Excel, PowerPoint, Outlook; Adobe Photoshop; InDesign

**EDUCATION**

Western Connecticut State University, Danbury, CT Anticipated graduation: 2021

***Bachelor of Arts Degree in Writing***; Minor in Political Science

***RELATED COURSEWORK:*** *Sports Writing, Critical Thinking for a new Millennium, 16th Century American Literature, Responsible Journalism for Today’s Society, Copyediting for Social Media*

**EXPERIENCE**

The Colonial Daily (University Newspaper), Danbury, CT September 2019 – Present

***Sports Writer and Co-Editor***

* Authored three columns dedicated to WCSU Men’s and Women’s basketball teams, earning commendations for excellence in reporting
* Edited a variety of articles ranging from sports to campus activities, meeting all deadlines set by newspaper leadership
* Fulfilled multifaceted duties that included reporting, news/feature writing, researching, fact-checking, proofreading and headline/cutline writing

New York Presbyterian Hospital,New York, NY May 2018 – August 2019

***Family Health Clinic*** (***Volunteer)***

* Alleviated patient anxieties through warm customer service and explanation of health care processes in busy clinic
* Organized patient files and prepared preliminary charts for in-take to enable efficiency of office operations
* Translated hospital forms and documents from Spanish to English and provided interpretation services for Spanish-speaking patients

**CLUBS AND ASSOCIATIONS**

* Society of Professional Journalism, Collegiate Member
* WCSU Journalism Club (Founding Member)