

## Objective

Experienced journalist with two decades of administrative and financial experience looking for an employer-defined, part-time position (max 25 hours) on an hourly basis.

## Skills

Microsoft Office, Proofreading, Supervision, Customer Service.

## Work Experience

### Freelance Journalist III

**ABC Corporation** - 1998 – 2020

- Earned the reputation as a consummate professional with absolute accuracy in my reporting and writing skills.
- Accomplished writer/reporter with journalism skills honed over nearly three decades of performing all project aspects from start to finish, including .
- Wrote/researched news/feature articles, including sports and municipal meeting coverage.
- Wrote hundreds of articles on film and television for Daily Variety, The Hollywood Reporter, DGA Magazine.
- Used SEO, Word-press and AP formatting to deliver insightfully written, thoroughly researched work.
- Developed site content, drafted e-newsletters, authored feature articles for print and served as interim editor-in-chief for clients like corporate secretary magazine.
- Reported on complex issues related to corporate governance, compliance and law, translating them into easy to understand concepts for boards of directors, corporate secretaries, general counsel and c-level audiences.

### Freelance Journalist

**Delta Corporation** - 2011 – 2013

- As a free lance journalist, I worked to uncover, develop, and report news stories prior to my competitors.
- Cincinnati, Ohio.
- Worked independently as a music journalist for this longstanding Cincinnati free press publication, producing many articles that were published .
- More Magazine, inTouch Weekly, Advocate, Glamour, inMotion Magazine, Washington Home & Garden, Harpers Bazaar (intern to the editor-in-chief).
- Perform proofreading, copy editing and re-writing jobs for miscellaneous client database.
- present.
- Successfully covered a multitude of sports during all three high school sports seasons Utilized social media, photography and video for both web and .

## Education

BBA - Bachelor of Business Administration in Major: Finance Minor: Economics - 1985(James Madison University - Harrisonburg, VA)