




Keisha Mitchell

Editor

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CAREER OBJECTIVE

Focused professional with 19 years of experience and a proven knowledge of broadcast media, brand management, and community affairs. Aiming to leverage my skills to successfully fill the Editor role at your company.

PROFESSIONAL EXPERIENCE

EDITOR-IN-CHIEF

SAPIO MAGAZINE, Atlanta, GA / Jan 2015 – Present

- Develop story or content ideas, considering reader or audience appeal.
- Prepare, rewrite and edit copy to improve readability, or supervise others who do this work.
- Verify facts, dates, and statistics, using standard reference sources.

EDITOR-IN-CHIEF

The Editor Magazine, Atlanta, GA / Apr 2014 – Oct 2017

- Verify facts, dates, and statistics, using standard reference sources.
- Develop story or content ideas, considering reader or audience appeal.
- Oversee publication production, including artwork, layout, computer typesetting, and printing, ensuring adherence to deadlines and budget requirements.

SOCIAL MEDIA MANAGER AND COMMUNITY SUPERVISOR

Snake Nation, Atlanta, GA / Mar 2017 – Sep 2017

- Collaborate with web, multimedia, or art design staffs to create multimedia web sites that conform to brand and company visual format.
- Conduct online marketing initiatives, such as paid ad placement, affiliate programs, sponsorship programs, email promotions, or viral marketing campaigns on social media Web sites.
- Coordinate sales or other promotional strategies with merchandising, operations, or inventory control staff to ensure product catalogs are current and accurate.

STAFF WRITER

AMPS Magazine, Indianapolis, IN / Sep 2004 – Apr 2008

- Review copy and correct errors in content, grammar, and punctuation, following prescribed editorial style and formatting guidelines.
- Research and analyze background information related to stories in order to be able to provide complete and accurate information.
- Write columns, editorials, commentaries, or reviews that interpret events or offer opinions.

STAFF EDITOR

The Indianapolis Star, Indianapolis, IN / Jan 2000 – May 2006

- Investigate breaking news developments, such as disasters, crimes, or human-interest stories.
- Develop ideas or material for columns or commentaries by analyzing and interpreting news, current issues, or personal experiences.
- Present live or recorded commentary via broadcast media.

EDUCATION

ADDITIONAL SKILLS

French Speaking- Reading and Writing

Adobe Creative Cloud fluency

Microsoft Office Suite fluency

Fundraising

Grant Writing

REFERENCES

References available upon request