

John Smythe • JohnSmythe@Example.com • Cell: 555-555-5555

EXPERIENCE

Management

- Six years of experience managing a newspaper, hiring staff, training employees
- Proficient at directing budgets and financial operations

Editing

- Four years experience editing news stories on a variety of topics
- Wrote overview of Associated Press Stylebook used in employee training

Layout and Design

- Created layouts for news stories to make them attractive and easy to read
- Over a decade of experience with layout and design software including Adobe InDesign, Quark, Microsoft Publisher, and Photoshop

EMPLOYMENT HISTORY

Editor In Chief	The Daily Planet	2010 – Present
Managing Editor	The Gotham Gazette	2007 – 2010
Copy Editor	The Daily Bugle	2006 – 2007

PROFESSIONAL ASSOCIATIONS

- Member of Gotham Editor's Association
- Member of National Editor's Society

EDUCATION

- Master of Arts in Journalism – Hudson University 2005
- Bachelor of Arts in Communication – Gotham State University 2001