

Jane Austin

Relocating to Atlanta, GA | (478) 445-5384
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OBJECTIVE

Seeking full-time position as an Editorial Assistant for a publishing house, newspaper or magazine.

EDUCATION

Middle Georgia State University
Bachelor of Arts: English

May 2020
GPA: 3.37

SOFTWARE & SOCIAL MEDIA SKILLS

Proficient: MS Word, Excel, PowerPoint
Working Knowledge: Adobe InDesign, PhotoShop
Social Media Platforms: WordPress, Blogger, Tumblr

EXPERIENCE

The State News MGA Campus Newspaper
Editorial Page Editor / Staff Writer

Macon, GA
Aug 2017 - Present

- Create editorials and write articles on news, arts and entertainment, and sports.
- Plan layout of the arts and entertainment page.
- Collect research on sports, arts and entertainment topics for interviews and meetings.

The Fall Line Review
Assistant Editor

Macon, GA

RESUME ACTION VERBS

When describing your experiences, start each bulleted phrase with a strong action verb to demonstrate a specific skill.

