

# RUTH MITCHELL EDITORIAL ASSISTANT

Dayjob Ltd, The Big Peg  
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## PERSONAL SUMMARY

A bright, ambitious and hardworking young person with a good Diploma and a strong desire to enter the world of online and print media. Ruth possesses a natural flair for communication, encompassing the written word, telephone manner and face-to-face interaction. She can work across multiple platforms, including the web, tablets, print and mobile. With superb problem-solving skills she can ensure that all stages of the digital publishing process run efficiently and that tasks are carried out promptly and accurately. She is looking for a suitable entry level position that will give her an overview of all aspects of the publishing process.

## ACADEMIC

**Coventry North College**  
Diploma in Journalism

**2011 - 2012**  
Pass

**Birmingham South High School**

Maths  
English  
Geography  
Physics  
Business Studies  
Physical Education

**2008 - 2011**  
Pass  
Pass  
Pass  
Pass  
Pass  
Pass

## KNOWLEDGE OF

- Writing articles
- Digital market
- Social media
- Researching
- Journalism
- Print media
- Proof reading
- Administrative tasks
- Amending articles

## EDITORIAL SKILLS ACQUIRED WHILST STUDYING

- Providing key administrative support to the editorial team.
- Writing dynamic and enticing marketing emails.
- Ability to manage small advertising campaign projects to completion.
- Organising and managing a library of magazines and books.
- Responding to magazine enquiries including artist promotions, advertising queries and subscription requests.
- Assisting with research, quote and image requests for editorial stories.
- Receiving, distributing and replying to post and email correspondence.
- Transcribing interviews.
- Writing quality content for websites, magazines & social media platforms.
- Proficient in all Office programmes like MS Word, Excel etc.
- Tracking the progress of content through all the publishing processes to ensure material is delivered on time.

## PERSONAL SKILLS

- Keen to develop new skills and explore and exploit new ideas.
- Strong verbal and written communication skills.
- Efficient and organised, with the ability to prioritise and multi task.
- Ability to work calmly and methodically under pressure.
- Willingness to take direction & can confidently deal with a range of given tasks.

## SELECTED ACHIEVEMENTS

Regularly wrote articles that were published, for the college newspaper.  
Helped to launch a newspaper for a local community group.  
Run a online blog on issues to do with the current affairs and major news stories.

## HOBBIES

Ruth is a very social person who likes to be involved in community and social events. Through her activities she has made a wide range of friends from all backgrounds and social groups. To get away from things she likes to go for long walks in the countryside and is a keen rambler.

## REFERENCES

Available on request



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