

# Gary White

## Editor

### AREAS OF EXPERTISE

*Copy editing*

*Proof reading*

*Writing & editing*

*Commercial awareness*

*Editorial judgement*

*People management*

*Legal issues*

### PROFESSIONAL

*NVQ Business and Administration*

### PERSONAL SKILLS

*Creative and imaginative*

*Negotiating*

*Problem solving*

### PERSONAL DETAILS

Gary White  
34 Made Up Road  
Coventry  
CV66 7RF

T: 02476 000 0000

M: 0887 222 9999

E: [gary.w@dayjob.co.uk](mailto:gary.w@dayjob.co.uk)

DOB: 12/09/1985

Driving license: Yes

Nationality: British

### PERSONAL SUMMARY

An innovative, competent and successful editor with experience of managing writing staff, overseeing the layout and content of articles as well as dealing with any related legal matters. Flexible in the ability to adapt to challenges when they arise while remaining aware of professional roles and boundaries. Having the ability to manage and develop staff whilst at the same time balancing any changing and potentially conflicting demands on resources.

Now looking for a new and challenging editorial position, one which will make best use of my existing skills and experience and also further my development.

### WORK EXPERIENCE

#### *Publishing Company – Coventry*

EDITOR June 2008 - Present

Responsible for producing editorial articles that are entertaining, informative and newsworthy. Writing content for print media and online and ensuring the editorial content delivers the publications message and objectives.

#### *Duties:*

- Responsible for editorial development schedules, budgets & work allocation.
- Commissioning, creating, editing and publishing new content.
- Editing, producing and proof reading high quality written material.
- Creating fresh content for articles, features, blogs and also some video.
- Handling high profile accounts and contacts.
- Co-ordinating editorial procedures and maintaining editorial standards.
- Reading & reviewing published items to ensure they are of the highest quality.
- Liaising daily with journalists, typesetters, indexers and other freelancers.
- Assisting in the development and also implementation of production schedules.
- Acting as a face of publications during industry events, etc.
- Finding and nurturing new writing talent.
- Advising typesetters and also designers.
- Page checking and quality control.
- Commissioning new titles and also online supplements.
- Making sure titles publish on schedule and within budget.

### KEY SKILLS AND COMPETENCIES

- Excellent negotiating, organising and time management skills.
- Ability to prioritise work effectively.
- Ability to think & view from a reader & audience perspective.
- Encouraging originality & inspired thinking from all employees & journalists.
- Excellent attention to detail and writing skills.
- In depth knowledge of online social media websites & SEO.

### ACADEMIC QUALIFICATIONS

BA (Hons) English Literature with New Media Publishing  
*Nuneaton University 2005 - 2008*

A levels: Maths (A) English (B) Technology (B) Science (C)  
*Coventry Central College 2003 - 2005*

REFERENCES – Available on request.

---

**Copyright information - Please read**

© This editor [CV template](#) is the copyright of Dayjob Ltd August 2010. Jobseekers may download and use this CV example for their own personal use to help them create their own CVs. You are most welcome to link to this page or any other page on our site [www.dayjob.com](http://www.dayjob.com). However these CVs must not be distributed or made available on other websites without our prior permission. For any questions relating to the use of this CV template please email: [info@dayjob.com](mailto:info@dayjob.com).