

# **Jill Jack**

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## **Objective**

Innovative, highly motivated, dynamic team player with extensive experience, stellar writing skills and the ability to effectively manage concurrent projects seeks opportunity to contribute in Fortune 500 Company.

## ***Selected Highlights***

- \*Wrote and produced XYX branded election programs for RTF Company on demand
- \*Contributing author “MMM and TTT”
- \*Created a podcast which has received over 250,000 downloads

## ***Professional Experience***

### **Managing Web Editor, XYZ, NY – April 2008 - Present**

- Manage high-traffic Web site (5 million visits annually) for 1.5 million member organization
- Edit and write content for Web, **NAME REMOVED** magazine, marketing materials and internal memos and reports
- Project manager for Web site overhaul. This includes planning and testing design, navigation and developing streamlined functionality to stimulate e-commerce activities
- Web site sales increased by over \$5 million last year, rising to \$20 million

### **Supervising Web Editor, GHI Company, New York, NY - May 2005 to April 2008**

- Produced, wrote, and edited Web site content (video and text): breaking news promos, story headlines, program teases, weekly newsletters, blogs, and product descriptions
- Oversaw project management of Web site enhancements and new features
- Conceptualized and executed marketing and promotion strategies for FNC programming and on-air personalities with the goal of delivering maximum viewer benefit
- Reinvigorated department with fresh creative ideas, including an audio blog line, an Internet magazine endeavor (FNC iMag), and video biography project
- Managed staff of three full-time content producers

### **Production Manager, DEF Satellite Radio, New York, NY - July 2001 to Feb. 2005**

- Produced and wrote six hours of daily radio content, including original shows and repackaged versions of popular VH1 programs
- Coordinated \$1 million annual budget needs; to include, group travel, renovations and equipment acquisition funding
- Organized strategic plans to promote company programs in mass media markets; entailed writing press releases, determining targeted media outlets and implementing project
- Conducted interviews and engineered live studio performances with internationally recognized artists, including: Coldplay, Lee Ann Womack, David Gray and dozens more

## ***Education***

June 1998 -- Bachelor of Arts in Media Studies/Journalism -- Queens College, Flushing, NY

## ***Key Skills***

MS Office Suite, Outlook, light HTML, Pro Tools, Cool Edit Pro, Sony Sound Forge, Serena Collage Content Management System, Photoshop CS3, Final Cut Pro 3, professional video camera, digital camera, lighting experience, all phases of podcast production.