

Riley Doe

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Career Objective

An editing career that allows me to flex my grammar muscles and apply my attention to detail to the highest level, as well as enjoy a fun, although demanding, work environment

Skills

- Fluent in Spanish
- Computer Proficiencies include Microsoft Excel, Microsoft Word Processor, Adobe Photoshop, and Adobe Illustrator
- Excellent written and verbal communication skills
- Highly organizational and detail-oriented
- Self-motivated and creative-thinking
- Superior familiarity with grammar

Education

MONTH 20XX - MONTH 20XX

University of Illinois at Springfield, Springfield, IL - *Bachelor of Arts in English*

Major: English

GPA 3.82/4.0

Work Experience

MONTH 2016 - PRESENT

Illinois Times, Springfield, IL - *Assistant Editor Internship*

- Reviewed content for Home & Garden and Health & Fitness sections submitted by writers
- Prepared and revised submitted work
- Assisted in managing freelance writers and photographers

MONTH 2013 - MONTH 2016

University of Illinois at Springfield, *Alchemist Review*, Springfield, IL - *Fiction Editor*

- Examined all content submitted under the category of fiction
- Revised work to be given to design staff

MONTH 2011 - MONTH 2014

Starbucks, Springfield, IL - *Shift Manager*

- Oversaw six staff members in daily shift duties
- Provided excellent customer service to guests
- Increased sales from 2012 to 2014

Awards

Dean's List: Fall 2013, Fall 2014, Spring 2014, Spring 2016, Fall 2016, Spring 2017
Alpha Phi Alpha: English Honorary
2016 Brookens Library Undergraduate Student Research Award



Editor

The Motley Fool - Washington D.C. Metro Area Posted 26 days ago

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Annie Healy

Recruiter at The Motley Fool

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Other Details

98

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About this job



Job description

The Motley Fool is on the lookout for an ubertalented editor to join our team! This is a roll-up your-sleeves-and-get-dirty editing job for our suite of behind-the-paywall investing websites, from rewriting entire articles down to making sure the punctuation is perfect.

You'll be on the lookout for problems of clarity, logic, grammar, style, and accuracy, helping to ensure that we're creating compelling, error-free, and Foolish investment advice for our paying members. You'll be working with a team of financial experts, writers, analysts, fact-checkers, and kick-butt fellow editors to produce investing and personal finance information that educates, amuses, and enriches the members of our investment services.

As editor, you'll play a lead role in getting our investment advice in perfect condition for publication,

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Copy Editor Arlington, VA Posted 15 days ago

As editor, you'll play a lead role in getting our investment advice in perfect condition for publication, whether that entails translating from finance into Foolish or simply polishing the finer points. But why stop there? We also want you to come up with all sorts of ways we could improve our investment services and the company -- you'll have that kind of power! To do all those things, you'll need to be technologically savvy, interested in business, and scary smart. It helps if you're interested in investing because you'll be focusing on the topic for roughly half of your waking life.

This position calls for a lot of juggling, so we need someone who is intelligent, adaptable, patient, meticulous, reliable, and cool under deadline pressure. Therefore, we really need someone with at least a couple years' experience working for a daily, weekly, or monthly publication.

Desired Skills and Experience

Primary Responsibilities/Objectives

- Makes substantive edits to content for clarity, grammar, in-house style, and general Foolish tone
Keeps track of the workflow for regularly scheduled content and assigns special features as needed
Works with content management system to publish articles online, send emails to members, and update websites
Makes strategic decisions about content based on user engagement data
Helps improve investing products to better meet members' needs
Plays a leadership role in the investing team
Responds to members' questions and requests

Core Competencies

- Ability to leap tall buildings and catch typos in a single bound
Willingness and confidence to tear apart an article and put it back together so that it is a better read -- without introducing mistakes in the process
Attention to detail
Ability to see the investment service from The Motley Fool's bigger business picture -- and work with other stakeholders to improve it (Tech Fools, marketing Fools)

- Copy Editor - 16015 Washington D.C. Metro Area Posted 7 days ago
Communications Editor Washington D.C. Metro Area Posted 26 days ago
Education Writer - DC Inno Washington DC Posted 21 days ago
Associate Editor Greater New York City Area Posted 31 days ago

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with other stakeholders to improve it (tech Fools, marketing Fools)

- Ability to work well in a team-oriented environment
- Ability to work under extreme deadline pressure
- Ability to prioritize and organize multiple projects
- Ability to work well with Fools at all levels -- i.e., diplomacy
- Ability to roll with the punches -- and give a few, too
- Dependability and consistency
- Willingness to learn about the guts of financial statements

Preferred Qualities

- Experience as an editor for a daily, weekly, or monthly publication
- Comfort and familiarity with Foolish style
- Curiosity about investing and personal finance
- Patience of a saint
- Sense of humor -- if you can't laugh at yourself, forget it (seriously, forget it!)
- Strong writing skills
- Willingness to build better, stronger, Foolish writers
- Passion for the Fool's mission
- Ability to juggle porcupines
- Sense of humor (we weren't kidding)

Education and Job Knowledge

- Undergraduate degree in English, journalism, or a related field, which may be substituted for equivalent experience
- At least two years of professional editing experience

The position is full-time, in-house, in Alexandria, Virginia. We will not consider a "work from home" scenario. We want to see your shining face.

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