

PERSONAL

- Name**
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AIDAN SMITH

Creative, curious, and detail-oriented junior editor with a Bachelor of Journalism and 1 year of editing experience. Working in a cross-functional team to produce content for publication within editorial guidelines and production schedules. Ensuring copy conforms to style guides, proofreading, source checking, providing feedback to copywriters, managing editorial calendar, updating content management systems, and formatting social media posts. Critical thinker with strong analytical skills and organizational skills. Seeking an editor position where I can broaden my experience.



WORK EXPERIENCE



Sep 2022 - Present

Junior Editor

Prospero Media Ltd, West Sussex

- Reviewing and rewriting content where necessary.
- Proofreading content for quality, spelling, grammar, and punctuation.
- Ensuring correct structure, tone, voice, clarity, and flow of content.
- Reviewing source materials and qualifying for accuracy.
- Collaborating with team to ensure content meets publishing deadlines.
- Managing editorial calendar and updating content management systems.
- Following organizational guidelines and style guides.



EDUCATION AND QUALIFICATIONS



Sep 2017 - Jul 2021

Bachelor of Journalism

University of Sussex, Falmer



COURSES



Sep 2021 - Feb 2022

Postgraduate Journalism Diploma

London School of Journalism



2021 - 2021

Microsoft 365 Certified

Microsoft



SKILLS

Proofreading skills



Writing skills



Editing skills



Communication skills



Interpersonal skills



REFERENCES

References available on request.