




Sarah Lawson

Content Managing Editor

CONTACT

 (212) 555-1234

 sarah.lawson@gmail.com

 United States, New York, NY

EDUCATION

Bachelor's Degree in Journalism

New York University, Graduated: May 2015

Certifications

- **SEO for Content Marketing**, HubSpot Academy, March 2022
- **Copyediting and Proofreading**, - American Society of Journalists and Authors, October 2018

PROFESSIONAL SUMMARY

Results-driven Content Managing Editor with experience in overseeing editorial teams and managing content production. Proven expertise in content strategy, editorial planning, and enhancing brand messaging through high-quality publications.

EXPERIENCE

Content Managing Editor

2020 - Now

TechTrends Media, New York, NY

- Manage a team of 10+ writers, editors, and freelancers, ensuring timely and accurate content production.
- Develop content calendars, define editorial strategies, and collaborate with marketing and design teams.
- Conduct final proofreading and editing for all published articles, ensuring alignment with company standards.
- Coordinate SEO and content marketing strategies to increase readership and engagement across platforms.
- Track editorial metrics and prepare monthly performance reports for senior management.

Senior Content Editor

2016 - 2020

Global Insights Magazine, New York, NY

- Led the editorial team in producing high-quality content, ensuring alignment with editorial guidelines and deadlines.
- Collaborated with other departments to create engaging, SEO-friendly content for the magazine's website.
- Provided mentorship and training to junior editors on content creation, grammar, and style consistency.
- Edited articles for structure, clarity, tone, and grammar, maintaining a cohesive editorial voice.

★ SKILLS

Content management and editorial planning	★★★★★
Team leadership and collaboration	★★★★★
Strong knowledge of SEO and web analytics	★★★★★
Excellent proofreading and editing skills	★★★★★
Expertise in content strategy development	★★★★★