

# CATHERINE R. GUILLES

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**Copy Editor** with strong eye for detail and the ability to work quickly and independently while ensuring accuracy. Master of Science in Journalism degree.

**Experience:** SmartBrief Washington, DC

*Copy editor* (January 2012-present)

SmartBrief publishes more than 150 daily e-mail newsletters for major trade associations.

- Edit curated e-mail newsletters for energy industry and health care associations. Ensure proper grammar and spelling and compliance with SmartBrief and Associated Press style, as well as agreement with requests and preferences of associations.
- Meet frequent deadlines (daily, weekly and semiweekly).
- Collaborate with other editors and copy editors to fix errors.
- Help maintain source database by deciding which sources to add and educating editors about the appropriate protocol for adding and citing sources.
- Discuss and suggest articles for inclusion in newsletters.

Times Herald-Record/Pocono Record Middletown, NY/Stroudsburg, PA

*Copy editor, slot editor, designer* (December 2008-January 2012)

The Times Herald-Record and the Pocono Record are sister daily newspapers.

- Edited local and wire copy and wrote engaging headlines and captions, seeking fairness, accuracy, readability and compliance with style.
- Met frequent deadlines while paying attention to detail.
- As slot editor, supervised four to five copy editors and designers, ensured proper page flow and resolved production issues.
- Managed and created Web content using content management system, including revising headlines for Web.
- Designed pages.

Medill News Service Chicago, IL

*Urban issues reporter* (January-November 2008).

The Medill News Service is a wire service produced by graduate students at Northwestern University's Medill School of Journalism.

- Covered education and religion.
- Reported and wrote a six-part series on the role of Christian liberal arts colleges in the 2008 presidential election, funded by a grant from the Lilly Foundation.
- Had articles published in Chicago Journal and The Windy Citizen, an online publication.
- Had photographs published in Education Week.

The Daily Star Oneonta, NY

*Copy editor, copy desk chief, designer* (September 2003-July 2007).

The Daily Star is a six-days-a-week newspaper.

