

# Janiecia Quarnstrom

Editorial Assistant

## Profile

Detail-oriented Editorial Assistant with 1 year of experience in providing excellent support in content creation, editing, and publication processes. Skilled in research, proofreading, and project coordination, ensuring timely and accurate delivery of high-quality content. Adept at collaborating with cross-functional teams and fostering strong relationships with authors and contributors. Highly proficient in various content management systems and editorial tools. Committed to maintaining editorial standards and contributing to the success of the publication.

## Employment History

### Editorial Assistant at Cox Enterprises, GA

Apr 2023 - Present

- Successfully managed and coordinated the editing and publishing of over 50 articles per month, resulting in a 20% increase in website traffic and user engagement for Cox Enterprises' online platforms.
- Streamlined the editorial process by implementing a new content management system, leading to a 30% reduction in time spent on administrative tasks and allowing for more focus on content creation and improvement.
- Played a key role in the launch of a new digital magazine for Cox Enterprises, contributing to a 15% growth in subscriber base within the first three months of publication.

### Junior Editorial Assistant at Meredith Corporation, GA

Jul 2022 - Mar 2023

- Assisted in increasing monthly website traffic by 20% by optimizing content for SEO and collaborating with the social media team to promote articles effectively.
- Managed a portfolio of 10 freelance writers, resulting in a 15% increase in content output and a 10% reduction in editing time due to improved quality control measures.
- Implemented a new editorial calendar system, streamlining the planning and scheduling process for the entire team and reducing missed deadlines by 25%.
- Conducted comprehensive research on industry trends and competitors, contributing to a 30% increase in unique article topics and a 12% boost in overall audience engagement.

## Education

### Bachelor of Arts in English or Communications at University of Georgia, Athens, GA

Sep 2018 - May 2022

Relevant Coursework: English Literature, Creative Writing, Media Studies, Communication Theory, Public Relations, Journalism, Digital Media Production, Intercultural Communication, and Rhetoric.

## Details

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## Links

[linkedin.com/in/janieciaquarnstrom](https://www.linkedin.com/in/janieciaquarnstrom)

## Skills

Proofreading

Fact-checking

InDesign

Photoshop

Copyediting

Researching

Time-management

## Languages

English

Mandarin

## Hobbies

Creative writing

Photography

Scrapbooking