

★ Rachel Starr Webb

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OBJECTIVE

To apply my creativity and passion for words as a writer and copy editor

RELEVANT SKILLS

- Exemplary verbal and written communication
- Extensive experience in writing news scripts, articles, essays and blog entries
- Proficiency in Internet research methods
- Versed in copy editing and proofreading
- Experience in Microsoft Windows, Outlook, Word, MAC
- Accurately sets priorities in order to accomplish daily tasks and job duties
- Proven ability to learn quickly, under pressure and meet deadlines

WRITING EXPERTISE

- News, Current Events, Features, Dog Trends, Humor, Entertainment, Food, Sports, Essays, Business and Personal Correspondence, Blogs

EXPERIENCE

2007-present

Assignment Coordinator/Producer . CNN Newsource | Atlanta, GA

- Proficient in all aspects of national and regional assignment coordinator positions
- Responsibilities include: writing, editing and approving scripts
- Oversee production of news content by ensuring all facets of product are accurate, relevant and timely. This includes: sourcing of material, video quality, video content, disclaimers/advisories and embargoes
- Successfully meet the needs and expectations of affiliates by displaying dynamic communication and quickly resolving issues

1995-2007

Feed Producer . ABC NewsOne | Atlanta, GA

- Accomplished in all aspects of the Script Writer, Regional Coordinator, Production Coordinator, and Field Producer positions
- Responsibilities include: writing dozens of scripts daily, creating and managing Southern Feed lineups, coordinating satellite feeds, acquiring and editing video
- Manage regional breaking news coverage, including maintaining constant contact with affiliates, booking satellite feeds for video and live news conferences
- Oversee facilities of onsite coverage of weather, sports and breaking news, including satellite bookings for live shots and tape feeds

EDUCATION, ETC

- Old Dominion University | Norfolk, VA
- State University of NY | Buffalo, NY
- Writing Courses: Copy Editing and Proofreading, Creative Writing and Publishing, Personal Essay Writing, Memoir Writing
- Member of Georgia Writers Association