| Victoria Ico  I am a copy editor seeking a full-time position in the field of journalism and communications, where I can apply my knowledge and skills for continuous improvement. Dependable and quick-learning with an approachable attitude and strong organizational skills. | **(909)-205-0638**  **victoriajico@gmail.com**  **Rancho Belago, CA 92555** |
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| EXPERIENCEChurch Secretary — *Loma Linda Filipino Church*Redlands, CA | January 2023 - February 2023  * Updated membership rosters, church documents and basic reports. * Handled phone calls, church correspondence and member concerns. * Managed an online calendar system, entered data and completed other clerical tasks. * Edited, printed and distributed the weekly church bulletin and event advertisements  Community Engagement Assistant — *Positive Life Radio*College Place, WA | April 2022 - June 2022  * Fostered a relationship with local churches and businesses * Restructured the church and business contact database and updated the info * Inputted and approved requested advertisements onto the website calendar * Produced accurate office files, updated spreadsheets and crafted presentations to support executives and boost team productivity * Screened calls and emails and initiated actions to respond or direct messages for managers * Recorded radio advertisements  Copy Editor — *The Collegian*College Place, WA | October 2019 - June 2020  * Reviewed and edited content for correct grammar and style * Collaborated with editors and page designers to create polished, attractive product * Compiled lists of common usage and style errors to reduce number of mistakes and improve consistency in style * Recommended copy edits based on knowledge of target audience and established style guides * Proofread, edited, and evaluated final copy to verify content matched AP and house guidelines  EDUCATIONWalla Walla University — *B.A. Strategic Communication*Walla Walla, WA | June 2022  * Lambda Pi Eta Member, Asian Pacific Islander Club (APIC) Member, Drama Club Member * Extracurricular Activities: Actor, Props Manager, and Stage Hand for WWU theater productions | SKILLS  * AP Stylebook * Copy Editing and Proofreading * Adobe InDesign and Illustrator * Microsoft Office * Records and Information Management  PROJECTS **Westword — *Annual Publication for WWU Communications Department***   * Lead copy editor * Established the house style guide * Edited and proofread all articles for this publication * Managed online submission and editing schedule at start of the pandemic * Wrote two timely articles for the publication |