| Victoria IcoI 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
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