

Wendy Medina

Skilled journalist with 5+ years in multimedia writing and copy editing. Versatile and creative professional with experience in developing writers' skills to finalize captivating stories for publication.

WORK EXPERIENCE

Freelance Staff Writer, Copy Editor, Black Enterprise Magazine

New York, NY • February 2022 — September 2022

- Sourced story ideas from web, social platforms, and multiple editorial analytical platforms.
- Wrote on average 5 articles daily. Authored 350 articles.
- Periodically interviewed subjects for original content stories for the Black Enterprise site and social accounts.
- Possessed extensive knowledge of AP Style and SEO, in accordance to house guidelines.
- Edited copy to improve readability and concision.
- Communicated and worked with production team to ensure content is published in a timely manner.

Copy Editor, mitú x NGL Collective

Los Angeles, CA • May 2022 — August 2022

- Checked text for style, readability, and adherence to editorial policies.
- Rewrote text to improve clarity and readability.
- Collaborated with EIC on an editorial calendar for evergreen online content, quarterly content, and special projects as assigned.
- Facilitated onboarding process and familiarization of policies/procedures.
- Provided copy editing support to hit target dates for editorial and design productions with digital material.
- Conducted interviews with different subjects to produce feature articles.

Multimedia Copy Editor, Black News Channel

Tallahassee, FL • May 2021 — February 2022

- Reviewed and edited day-to-day copy to adhere to AP style, published on BNC.tv and social media platforms Instagram, Twitter, Facebook, YouTube.
- Upheld Black News Channel voice while sustaining SEO guidelines.
- Researched social trends to optimize social media strategy.
- Generated Excel sheet to compile and track mistakes to improve workflow.
- Collaborated with digital writing and video team across several time zones.
- Clipped live video on cloud platform Wildmoka; edited and published live digital content.

Achievements

- Collaborated with other copy editors on an 80-page best practices style guide.

Copy Editor, Spanish Translator, Staff Writer, The Pioneer Newspaper

PROFILE

📍 Oakland, CA

📞 (510)850-8599



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@writtenbywendyy

SKILLS

Editorial Content, Copy Editing, Coding, Web Development, AP Style, Spanish Translations, Copywriting, Creative Writing, Social Media, SEO, Communication and Collaboration Tools, Operating Systems

CERTIFICATIONS/SOFTWARE

Advanced Google Analytics

November 2021

Google Analytics for Beginners

August 2021

Microsoft Suite / G Suite /

Sublime / Python / Wordpress /

Slack / Wildmoka /

Monday.com Work OS / Sprout

Social / Google Analytics

EDUCATION

University of California, Berkeley

Berkeley, CA

2022 — 2024

Master of Journalism

California State University, East Bay

Hayward, CA • October 2015 — May 2017

- Consolidated copy editing and Spanish editing to publish higher quality translations.
- Authored a wide range of copy that adhered to proper AP Style guidelines.
- Successfully prioritized and managed copy flow of three simultaneous roles.
- Diligent editing, research, and verification of proper citations.
- Ability to manage deadlines in a fast-paced collaborative setting.
- Ensured accuracy and creation of image captions and illustrations.

Achievements

- Increased readership of Spanish section by 30%.

Design Editor, Web Editor, Occam's Razor Literary Magazine

Hayward, CA • September 2014 — December 2017

- Peer reviewed and edited award-winning manuscripts of literary works to be featured.
- Formatted layout for content and cover pages in aesthetically pleasing design.
- Exceptional coordination with editors and contributors to meet the deadline for publication.

Achievements

- Built and streamlined new website through web publishing software: <https://occamsrazorcsueb.wordpress.com>

Hayward, CA

2013 — 2016

Bachelor of Art, English,
Creative Writing

ORGANIZATIONS

National Association of
Hispanic Journalists

Society of Professional
Journalists

The Association of LGBTQ+
Journalists