**chelsea greenwood**

writer & editor

I’m a left-handed creative type with an ear for words and an eye for design. But I’m not daydreaming all day long. I’m firmly grounded by an understanding of business strategy, a broad knowledge base and plain old common sense.

**education**

Bachelor of Science in Magazine Journalism (3.5 GPA) 2001-2005

University of Florida, Gainesville, Fla.

• Member of the Florida Magazine Students Association

• Member of the Society of Professional Journalists

**staff experience**

Editor 2015-present

*The Boca Raton Observer*, Boca Raton, Florida

• Manages 11 issues yearly for award-winning city and regional magazine with a circulation of 60,000+, including securing celebrity covers monthly

• Oversees editorial assistants and team of freelancers while liaising with art department

• Writes features and departments

• Maintains social media presence

Managing Editor 2009-2010

Sandow Media, Boca Raton, Florida

• Managed 40 issues yearly for three national magazines, *Luxe Interiors + Design*, *New Beauty* and *Watch Journal*

• Oversaw junior editors and team of freelancers while liaising with art department

• Wrote features, departments and blogs

Managing Editor 2005-2009

JES Publishing, Boca Raton, Florida

• Assigned and edited copy, proofed layouts and made changes for *Boca Raton*, *Florida Table* and custom magazines

• Managed work flow and coordinated creative meetings

• Wrote departments and features

**skills**

• Knows Mac and PC and Adobe Creative Suite

• Has been educated in both design and photography

• Experience with blogging and content management systems

• Experience with all major social media platforms (and HootSuite)

• Familiarity with SEO best practices

• Knowledge of marketing, branding and PR strategies