


# Melisha Laudig

## Assistant Editor

I am an assistant editor with over three years of experience working in the publishing industry. I have a keen eye for detail and a passion for books, which makes me an ideal candidate for this role. I am able to work independently and meet deadlines, as well as being a team player when required. My editing skills are excellent, and I have a good knowledge of grammar and style conventions. In addition to my editorial duties, I also have experience managing social media accounts and conducting market research projects.

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(260) 277-3580 

7450 Blueberry Lane,   
Indianapolis, IN 46278

### Education

**High School Diploma at  
Ben Davis High School,  
Indianapolis, IN**

Aug 2015 - May 2019

I have learned time management, organization, and study skills.

### Links

[linkedin.com/in/melishalaudig](https://www.linkedin.com/in/melishalaudig)

### Skills


Avid Media Composer



Adobe Premiere Pro



Apple Final Cut Pro X



DaVinci Resolve 16



Avid ISIS/NEXIS Storage



Film Scanners



4K UHD TV Monitors



### Languages

English



French



## Employment History

### Assistant Editor at WFYI Public Media, IN

Mar 2022 - Present

- Cut and organized daily news footage for the 6 o'clock newscast.
- Wrote voice-overs for stories.
- Logged and catalogued interviews and sound bites.
- Assembled rough cuts of packages and edited them per Producer's request.
- Completed final edits of segments before airtime.
- Checked accuracy of on screen graphics.

### Associate Editor at Purdue University, IN

Aug 2019 - Feb 2022

- Wrote and edited stories that resulted in a 10% increase in web traffic.
- Led team of 4 writers that produced 30 pieces of content per week.
- Negotiated with vendors to secure discounts on behalf of the company, saving \$5,000 over 6 months.
- Wrote and published a monthly newsletter with an open rate of 35%.
- Managed social media accounts for the publication, gaining 500 new followers in 3 months.
- Created process improvements that reduced editorial turnaround time by 20%.

## Certificates

### Certified Assistant Editor (CAE)

May 2021

### Certified Professional Assistant Editor (CPAE)

Apr 2020

## Memberships

**American Copy Editors Society**

**National Association of Science Writers**