

PHILL FELTHAM

Editor + Writer

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PROFESSIONAL SUMMARY

I am a highly focused Editor and Writer with more than eight years of experience in managing all stages of magazine production from editorial development to magazine layout seeking a new employment experience. I am proficient in writing articles, blog posts, captions, and promotional copy.

CORE COMPETENCIES

- Exceptional leader in spearheading magazine redesign and marketing
- Meticulous editor experienced in trade/consumer publishing (print/online)
- Sole administrator of magazine production (conception, editorial, design)
- Superior knowledge in online publishing (WordPress, digital publishing, management)
- Excellence in editing copy, writing guidelines, meeting tight deadlines
- Innovative pioneer in developing vision/goals for magazine/website
- Keen interest in learning new subjects to improve job performance
- Fields of expertise: Travel, Fitness, Nutrition, Electricity, Entertainment, and Health

CAREER HISTORY

Senior Managing Editor

December 2015 – April 2016

VIVA/CANADIAN JEWELLER/INTEGRATED HEALTH RESOURCES MAGAZINES

TORONTO, ON

- Responsible for daily editorial operations
- Manage and work with a team of editors to deliver compelling online and print content for four magazines, five weekly newsletters, and four websites
- Assign, acquire, and edit content from industry leaders, advertisers, and contributors
- Interview sources and write content for magazines, websites, and newsletters
- Schedule web content for magazine's website using WordPress and MailChimp

Editor-in-Chief

January 2011 – December 2015

ELECTRICITY TODAY/INTELLIGENT POWER TODAY MAGAZINES

PICKERING, ON

- Oversee direction, content, design, and production process from layout to ad sales
- Develop annual editorial calendar based on audience appeal for media kit
- Write in-house content for magazines, websites, and promotional materials
- Assign, acquire, and edit content from third-party contributors and advertisers
- Generate and schedule web content for magazine's website using WordPress

CAREER HISTORY CONT.

Senior Editor

MAXIMUM FITNESS MAGAZINE

January 2007 – September 2010

MISSISSAUGA, ON

- Second to Editor-In-Chief in responsibilities
- Assigned, directed, and edited editorial (fitness, health, nutrition, among others)
- Streamlined contracts and invoices
- Proofread, copy edited, and performed rewrites if necessary on magazine layouts

English Teacher

DAVE'S ENGLISH SCHOOL/LUBY ENGLISH

January 2005 – November 2006

TAIPEI, TAIWAN

- Taught English to business professionals and high school students in Taipei
- Interviewed sources and wrote travel articles for English magazines based in Taiwan
- Collaborated with translator to create English website for a Taiwanese power company

Editor

ELECTRICITY TODAY MAGAZINE

May 2003 – January 2005

AJAX, ON

- Sole editor assembling two electrical trade magazines, books and website
- Conceptualized editorial schedules for magazine and the web
- Acquired sources, assigned articles, and wrote editorial content
- Frequented conferences across North America to build business relationships
- Maintained database of industry contacts

EDUCATION

Journalism Diploma Honour Roll Graduate

HUMBER COLLEGE

August 2000 – April 2003

TORONTO, ON

Entrepreneurial Business Graduate

SIR SANDFORD FLEMING COLLEGE

September 1998 – April 1999

PETERBOROUGH, ONTARIO

OTHER HARD SKILLS

- Proficient in content management systems (Word Press and Blogger)
- Proficient in Microsoft Office (Word, Excel)
- Proficient in Microsoft and Apple (Mac/iOS) operating systems
- Knowledgeable in social media (LinkedIn, Facebook, Twitter)
- Knowledgeable in Apple mobile devices (iPhone, iPad)
- Some knowledge in InDesign and Photoshop

SOFT SKILLS

- Self-starter and team player
- Firm, but empathetic, staff manager
- Efficient at time management and meeting deadlines
- Prepared to work overtime if required
- Adaptable to any work environment

RECENT PUBLISHED WORK

<p>COVER STORY Catching Rainbows: Rainbow Foods Focuses on Business Growth <i>(Integrated Health Resources Magazine)</i></p>	<p>http://www.ihrmagazine.com/rainbow-foods/</p>
<p>Prevent Seizures with Music Therapy <i>(Viva Women’s Natural Health Magazine)</i></p>	<p>http://www.vivamagonline.com/prevent-seizures-with-music-therapy/</p>
<p>Clean Energy Technology <i>(Electricity Today Magazine)</i></p>	<p>http://www.electricity-today.com/smart-grid/clean-energy-technology</p>
<p>COVER STORY 100 Years in the Making: The story of Nettleton’s Jewellery <i>(Canadian Jeweller Magazine)</i></p>	<p>http://www.canadianjeweller.com/100-years-in-the-making/</p>