

Katy Wong

Journalist + Editor + Designer

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16 Meadow Ln.
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EDUCATION

Binghamton University • May 2020

English, B.A. & Minor in Graphic Design
GPA 3.5 / 4.0

EXPERIENCE

ContentWriters • Content Creation Specialist (Part Time)

September 2020 - Present — New York, NY

- Work closely with account management and content creation teams to review and send quality written content to over 50 VIP accounts including Foot Locker, Urban Stems and WellRx
- Provide full support on a la carte projects and ensure content meets client's expectations
- Copy edit articles and blog posts written by professional, vetted freelance writers by using AP and in-house style

Pipe Dream (Newspaper) • Managing Editor

May 2019 - May 2020 — Binghamton, NY

Previous positions: Arts & Culture Editor (2018-2019), Staff Writer(2016-2019), Digital Intern (2017-2018)

- Oversaw all aspects of bi-weekly production and operations of Binghamton University's student-run newspaper with a circulation of 3,500
- Coordinated paper's print schedule and enforced production deadlines
- Planned newspaper layout and content for each issue
- Used Adobe InDesign to create newspaper layout and pages before published in print
- Served as the liason between PR representatives, business owners, student organizations and university faculty and staff
- Mentored and supervised staff of over 200 in design, editorial, art, photography, business and technology departments
- Worked closely with business department to manage self-funded operating budget, finances and advertising

New York Minute Magazine • Lead Editor

May 2019 - Dec 2019 — Remote

- Edited all articles for grammar, accuracy and AP style for company's website
- Led a small team of writers by holding editorial meetings once a week
- Pitched article ideas every week to editor-in-chief
- Published articles online daily through WordPress
- Worked with marketing and technology team to develop and implement site's SEO plan
- Managed company's official Facebook and Instagram page by publishing content daily

Insider Inc. • Winter Extern

Jan 2019 - Jan 2019 — New York, NY

- Selected as an extern for Binghamton University's highly competitive Liberal Arts to Careers Externship (LACE) program
- Shadowed under a Binghamton University alumnus and reporter at Insider Inc. during the winter session in Manhattan, New York
- Sat in on professional training sessions and writers' meetings

SKILLS

Print Journalism, Digital Journalism, AP Style, Content management, Account management, Asana, Microsoft Word, Microsoft Excel, WordPress, Adobe Photoshop, Adobe Illustrator, Adobe InDesign, Adobe Premiere Pro, Procreate, SEO, basic HTML,