

# PAIGE LOBUTS

## CONTACT

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WWW.PAIGELOBUTS.COM

## PROFILE

Capable and creative communications professional with a firm grasp of project and personnel management and market trend identification. Areas of expertise include content development and brand management. Possesses a strong work ethic, as well as exceptional writing, editing, research, and social media marketing skills. Deadline-driven and highly motivated. Takes pride in work and pleasing clients and employers.

## EXPERIENCE

### EDITOR IN CHIEF

THE BLUESTONE | MAR 2015-PRESENT

- Executed managerial and administrative duties, and supervised the work of full staff and editorial board.
- Defined clear targets and objectives and communicated to all team members.
- Developed marketing strategies and promotional material to focus on strengthening The Bluestone brand.
- Planned, managed, and executed portraits and additional events.
- Collaborated with publishers and outside vendors to ensure a well-made book.
- Researched and developed the theme, design, and coverage based on a student-driven audience.
- Edited all written content for AP Style during deadline weekends.
- Wrote, took photos, and designed pages for book.

### EDITORIAL INTERN

W.W. NORTON & COMPANY | MAY 2015 - AUG 2015

- Worked with print and digital manuscripts within the college textbook department.
- Prepared chapter and art manuscripts for copy editing and production.
- Reviewed manuscripts and promotional material for content/grammar errors, audience, style, and voice.
- Collaborated with and provided support to project editors to move numerous different projects forward in order to meet publishing deadlines.
- Prioritized workflow and managed schedules to deliver completed projects under deadline.
- Concurrently managed multiple writing projects with strict deadlines.
- Responded constructively to direction and feedback, both positive and negative.

## EDUCATION

### BACHELOR OF ARTS, WRITING, RHETORIC AND TECHNICAL COMMUNICATION

JAMES MADISON UNIVERSITY | 2012 - 2016 (EXPECTED)

GPA: 3.5

## SKILLS

- Technical writing and editing
- Social media
- Content development
- Brand management
- Web/Print design
- Market trend identification
- Event planning
- MS Office
- Adobe Creative Cloud
- AP/Chicago/MLA