

JENNIFER BERNSTEIN

jenniferbernstein1@gmail.com

***High Times* magazine**

Managing Editor (8/11-9/19)

- Oversee and manage all High Times publications and editorial staff
- Create editorial lineup, set and enforce deadlines for each monthly issue
- Maintain the editorial, freelance, and art budget
- Assign, edit, copyedit, traffic and proofread all HT publications
- Coordinate 10,000+ corporate events and expo
- Conduct interviews and write feature articles, reviews, and interviews

***American Salon* magazine**

Acting Managing Editor (12/10-5/11)

- Manage the New York office staff
- Create editorial lineup, set and enforce deadlines for each monthly issue
- Coordinate between publisher, advertiser, and production departments
- Pitch ideas, write articles, and contribute to various sections as needed

***Sherman's Travel* magazine**

Managing Editor (9/07-12/10)

- Managed fulltime staff of seven employees, ten freelancers, plus interns
- Set editorial, art, production, press schedules, calendars and budget
- Copyedited and proofread entire book and prepared for press
- Assigned stories and served as top editor for the magazine
- Oversaw research and copy departments; maintained the style guide
- Wrote *shermanstravel.com* Amenity Watch blog; produced content for web

TRUMP Magazine

Senior Editor; Managing Editor (3/06-7/07)

- Responsible for staff of twelve
- Managed editorial line-ups and the magazine's budgets and website
- Wrote front-of-book sections including: celebrity profiles, Q & A's, reviews
- Covered luxury, travel, books, fashion and hi-end menswear beats

***Good Housekeeping* magazine**

Editorial Assistant (8/2002-03/2006)

- Wrote for health, back-to-school and travel sections
- Reported for Money Talk and Your Money consumer news sections
- Edited monthly Diet Success web-page at *goodhousekeeping.com*
- Managed all freelance contracts and payments; negotiated publishing rights

Good Housekeeping Holiday Best, Associate Editor (2003-2005)

***The Village Voice* newspaper**, Music editorial Intern (5/00-8/00)

***USweekly* magazine**, Editorial intern (5/00-8/00)

EDUCATION: Masters in Publishing, New York University, SCPS, 2006
Bachelor of Arts in English, Appalachian State University, 2002

COMPUTER SKILLS: InDesign, InCopy, Microsoft Office Suite, Windows and Macintosh OS, Adobe Creative Suite, Wordpress, QPS CopyDesk 2.1, QuarkXpress, HTML, WordPress, and Lexis-Nexis

FREELANCE WRITING: *Latina*, *The Village Voice*, *Shecky's Bar & Dining Guide*, *Relix*, *Relix.com*, *About.com*, *High Times* magazine, *Hightimes.com*, *nycjamgal.com*