

SAV MCKEE

W R I T E R | E D I T O R | A S S I S T A N T

CONTACT

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SKILLS

- Editing
- Problem Solving
- Leadership
- Editorial Writing
- Copywriting
- Project Management
- Strong Communication
- English Literacy
- Content Development
- Organization
- Record Keeping

EDUCATION

MASTERS OF ENGLISH EDUCATION

Loyola University Chicago
2016-2017

BACHELOR OF ARTS

Ohio State University
2012-2015

PROFILE

Experienced, skilled editor and writer eager to contribute to a high-energy, collaborative team. Communication, multi-tasking, and organization skills are emphasized to ensure that goals are met efficiently. Administration experience is leveraged to promote success in fast-paced projects and environments. Dedicated to helping individuals, communities, and companies thrive and reach their full potential.

EXPERIENCE

Assistant Editor: May 2023-Present

614 Magazine / 614 Media Group

Provides high-level support to the Editor in Chief, assisting in writing daily articles, copywriting, and publication editing, as well as delegating tasks to writers, photographers, and the design team. Contributes to the development of monthly magazines as well as a daily newsletter in a fast-paced environment, where I've written over 500 so far. Manage meetings with clients and community members; coordinate between writers, photographers, and clients. Thoroughly edit literature and articles written for publications.

Freelance Writer: 2018-Present

614 Magazine, Refined Magazine, Stock & Barrel Magazine

Contributed to diverse publications and businesses, including three magazines and local editorials. My work also involves creating content, developing websites, and crafting blogs for various enterprises. My writing spans a range of topics, including local culture, popular trends, and the culinary scene.

Administrative Assistant: 2020-2023

Columbus Assistants

Assisted my clients with coordinating and scheduling travel, appointments, and meetings, along with sorting emails and handling confidential information and tasks.

English Teacher: 2018-2023

Reynoldsburg City Schools

I have 6 years of experience teaching English Language Learners how to acquire English skills. I have in-depth knowledge of education theories, pedagogies, and curriculum design, and I've won an award for my culturally relevant lesson plans and inclusive classroom environment. I managed a caseload of 55 refugee and immigrant students.