

# Jennifer L. Merritt

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Profile I'm a deadline-driven reporter, creative features writer and experienced copy editor who is fluent in various content management systems. Working for travel, education, fashion and lifestyle magazines and websites over the last eight years have taught me how to deliver publish-ready copy and never miss a deadline.

## Experience

*iVillage/NBC Universal, New York, NY*

**Staff Editor** November 2009–Present

Responsible for programming all homepage content based on news value. Select images and write headlines and deks for six story slots updated three times a day. Manage team of freelance writers. Initiate and develop content partnerships as with BlogHer and Maria Shriver's The Women's Conference.

**Copy Editor** August 2008–November 2009

Oversaw team of three freelance copy editors who edited over 100 daily newsletters. Top-edited articles and slideshows across iVillage's six departments for quality, accuracy and clarity. Maintained iVillage style guide.

*Freelance, New York, NY & Seville, Spain*

**Writer & Editor** January 2008–August 2008

Wrote and edited features and service pieces on travel, education and fashion for 15 web and print publications. Served as contributing editor for Condé Nast's HotelChatter.com.

*Travel Agent Magazine/Questex Media, New York, NY*

**Associate Editor** 2006–2008

Traveled across Europe reviewing hotels and interviewing travel industry leaders. Wrote, edited and formatted stories for print and online.

*Business Travel News/The Nielsen Company, New York, NY*

**Assistant Editor** 2005–2006

Wrote and edited stories about travel software for website and biweekly newspaper. Developed network of sources; attended press events and global conferences.

*The CollegeBound Network/Ramholtz Publishing, Staten Island, NY*

**Senior Staff Writer** 2004–2005

Wrote, edited and assigned articles geared toward college-bound students for *CB Teen* magazine and its network of eight websites.

**Editorial Assistant** 2003–2004

Managed freelancer queries and contracts; sourced student questions and answers from university staff for biweekly "Admissions Office" column.

## Education

Rutgers University, New Brunswick, NJ, B.A. in Journalism, 2004

Cambridge University, Cambridge, England, Summer Literature Program, 2000

## Skills

AP Style, Dreamweaver, Drupal, HTML, InDesign, Moveable Type, Omniture, Photoshop, Quark Xpress, Teamsite, Vignette, Wordpress

## References & Writing Samples

References available upon request. Writing samples available at [www.jennifer-merritt.com/portfolio](http://www.jennifer-merritt.com/portfolio)