

CAROL REYNOLDS-SROT, M.A.

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<http://editorialqueen.wordpress.com/> | <https://www.linkedin.com/in/carol-reynolds-srot-4106973/>

Experienced, extremely organized, diligent, detail-oriented editor and manager.

Proven ability as an eagle-eyed journalist, proficient writer, accomplished page designer, and organized and productive manager. Excellent track record of time management and meeting deadlines with quality work and superior client service.

CAREER HIGHLIGHTS

- ❖ Teach online copyediting class and in-person composition course to college students.
- ❖ Edited a myriad of copy for the University of Miami's (UM) Office of University Communications—including stories for a daily newsletter, human resources' articles, administrators' letters, programs, posters, website content, and video captions. Was chief editor for the university's biannual *Miami* magazine. Created and managed the UM editorial style guide. Also was the project manager for commencements.
- ❖ Edited about 12 magazines and miscellaneous publication pieces for Nova Southeastern University's (NSU) Office of Publications and Creative Services.
- ❖ Worked with NSU clients to meet their needs and produce sterling products.
- ❖ Instrumental in the implementation and instruction of PDF annotation.
- ❖ Supervised freelance editors and designers.
- ❖ Chose content for newspaper publication, including top stories, at the *Miami Herald*.
- ❖ Supervised 28-person news copy desk, 4-person reporting team.
- ❖ Increased copy desk accuracy from 75 percent to 98 percent.
- ❖ Achieved 95 percent of deadlines on time.
- ❖ Wrote evaluations and worked on staff development.
- ❖ Monitored and supervised staff in India.
- ❖ Recruited, supervised, and mentored copy editors, junior reporters, and interns.

WORK EXPERIENCE

University of California—San Diego, CA

October 2020–Present

Adjunct Professor/Copyediting (online courses)

Nova Southeastern University, Fort Lauderdale, FL

August 2018–Present

Adjunct Professor/Composition (in-person classes)

University of Miami, Coral Gables, FL

December 2019–December 2023

University Editor

Nova Southeastern University, Fort Lauderdale, FL

February 2013–December 2019

Associate Editor/Copywriter

Freelance Editor/Writer/Photographer http://editorialqueen.wordpress.com/	June 2009–February 2013
The Miami Herald, Miami, FL <i>News Editor, Senior Copy Editor, Assistant City Editor, Local Copy Desk Chief, Assistant Business Monday Editor</i>	May 1997–May 2009
South Florida Sun-Sentinel, Fort Lauderdale, FL <i>Senior Copy Editor/News</i>	January 1996–May 1997
Newsday, Long Island, NY <i>Assistant Editor/Features</i>	April 1988–August 1995
Detroit Free Press, Detroit, MI <i>Copy Editor/Universal Desk</i>	May 1986–April 1988
Viewdata Corp. of America, Miami, FL <i>Special Sections Business Editor, Copy Editor</i>	March 1984–March 1986
Charleson Publishing Company, New York, NY <i>Writer/Photographer</i>	September 1982–March 1984
Munifacts Newswire Service, New York, NY <i>Staff Writer/Reporter</i>	December 1981–July 1982
Non-Foods Merchandising Magazine, NYC <i>Associate Editor, Assistant Editor, Editorial Intern</i>	January 1980–December 1981

EDUCATION

M.A. in Composition, Rhetoric, and Digital Media
Nova Southeastern University, Fort Lauderdale, FL

B.A. in Journalism/George Polk Student Award
Long Island University, Brooklyn, NY

PROFESSIONAL AFFILIATIONS

Asian American Journalists Association
South Florida Black Journalists Association

TECHNICAL SKILLS

- ❖ Proficient with Microsoft Office, Adobe Premiere Pro, Adobe Spark, Canvas, Kaltura, Piktochart, Prezi, and WordPress
- ❖ Knowledge of Audacity, Blackboard, and MailChimp
- ❖ Savvy with social media