

# Javier Navarro

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## WORK EXPERIENCE

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### **Praetorian Digital**

**October 2017 – August 2018**

Editorial Assistant

Plano, TX

- Responsible for finding, writing, and posting daily news related to the law enforcement and corrections industry for two websites, PoliceOne and CorrectionsOne, for the leading online media company for first responders.
- Managed the social media pages of both websites to increase user engagement.
- Wrote original content and engaging features to help drive traffic to both websites.
- Pulled data from Google, Facebook, and Buffer analytics to adapt editorial and social media strategy.

### **FYI Television**

**March 2017 – October 2017**

Senior Description Writer

Grand Prairie, TX

- Wrote television program and episodic descriptions for cable television listing guides such as AT&T U-Verse.
- Edited and proofread at least 32 descriptions a day to make sure they are free from spelling and grammatical errors and meet the company's editorial standards.
- Responsible for taking network program synopses provided by official sources and reword them using the FYI Television voice while following a set of AP style and company editorial standards.

### **FC Dallas**

**January 2016 – May 2016**

Digital Content Intern

Frisco, TX

- Responsible for creating, writing, editing, and publishing content on the website of FC Dallas, a major professional sports team.
- Independently wrote articles, developed story ideas, and created blog posts with SEO-driven headlines.
- Assisted in running the FC Dallas social media channels to increase user engagement and promote content

### **Austere Magazine**

**September 2014 – May 2015**

Intern Writer

Denton, TX

- Covered the underground art scene and culture surrounding Denton, TX for a bi-monthly startup magazine.
- Wrote two articles per issue, independently contacted sources, and conducted in-person interviews.

### **North Texas Daily**

**August 2013 – September 2014**

Staff Writer and Copy Editor

Denton, TX

- Covered breaking news, stories of interest, and in-depth profiles for the University of North Texas newspaper.
- Edited, revised, and proofread at least 12 articles weekly for the print edition of the newspaper.

## EDUCATION

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### **University of North Texas**

**May 2016**

Bachelor of Arts, Journalism | Minor in Marketing and Social Science

Denton, TX

## SKILLS & QUALIFICATIONS

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- **Skills:** More than four years of writing experience, two years of copy editing and proofreading experience, proficient in AP Style and Chicago Manual of Style writing, experienced with content management systems (CMS), proficient in HTML coding, strong written and verbal communication skills, experienced in video editing (Adobe Premiere), basic knowledge of SEO practices and techniques, proficient in Adobe Photoshop and Adobe InDesign, highly experienced with using Google Analytics, experienced with using MailChimp.
- **Portfolio:** <https://www.clippings.me/javiernavarrojr>