

# JON RALSTON

## COPY EDITOR

jonralston30@gmail.com  
Portfolio: copypredator.com

### EXPERIENCE

#### Freelance copy editor, Digital Trends, Oct. 2021-Dec. 2022

- Copy edit news, features, commerce and lifestyle content according to AP and in-house style
- Edit and publish content using WordPress CMS
- Work 100% remotely, communicating with co-workers via Teams

#### Freelance copy editor, Ampersand Publishing, Aug. 2021-present

- Copy edit, fact check and proofread content for print and online magazine publications, including Suffolk University Alumni and Suffolk Law Alumni magazines, using Google Docs

#### Freelance content loader, Marcel Digital marketing agency, April 2019-April 2021

- Build webpages then transfer and format content from a client's current website to a new one using Umbraco CMS
- Work 100% remotely, communicating with co-workers via Slack and Zoom

#### Senior copy editor, Lawrence Journal-World, Jan.-July 2016

- Supervise copy editors during night copy editing shift
- Give first edits to breaking news stories and post them online
- Write headlines and edit stories, blog posts and cutlines for clarity, accuracy, and in-house and AP style
- Lay out front and inside pages using Adobe suite software
- Use CMS to create and schedule lead stories for LJWorld.com

#### Features editor, Lawrence Journal-World, Dec. 2012-Jan. 2016

- Plan content for sections covering A&E, food, weekend events, restaurants, health and wellness, shopping, and women's lifestyle
- Supervise features reporter and freelance contributors
- Manage arts and entertainment website Lawrence.com
- Copy edit features content and write headlines for print and online
- Lay out features sections for print using Adobe suite software
- Use social media platforms to promote features content

#### Copy editor, Lawrence Journal-World, 2006-2012

- Copy edit content for Lawrence Journal-World newspaper and website
- Lay out pages for print using Adobe suite software

### Education

University of Kansas,  
2001-2005

- Bachelor's degree in Journalism-News and Information
- Bachelor's degree in English-Creative Writing

### Awards

- First and second place, best features package, Kansas Press Association Awards of Excellence 2014

### Software

#### experience

WordPress (CMS)  
Ellington (CMS)  
Umbraco (CMS)  
Google Docs  
Asana  
Adobe InDesign  
Adobe Photoshop CS  
Adobe InCopy  
NewsEdit Pro

### References

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