ELIZABETH NEWMAN

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Websites, Portfolios, Profiles

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- authory.com/elizabethnewman

Professional Summary

Highly skilled media professional with a proven track record in sports journalism, news editing, and content management, who is poised for a leadership role and committed to delivering high-quality, error-free content while fostering cohesive team collaboration and adapting seamlessly to evolving project requirements. Expertise includes editing, copy editing, proofreading, and content strategy, complemented by a keen eye for detail and exceptional organizational skills. to elevate overall content quality.

Skills

- Editing, Copy Editing, and Proofreading
- Fact-checking and Research
- Strong Knowledge of MS Office and Adobe Systems
- Detail Oriented
- Teamwork and Collaboration
- CMS and PMS Systems (e.g., WordPress, SharePoint, and Trello)
- AP Style Guide Mastery
- Story Assignment and Coordination
- Leadership and Newsroom Management
- Print and Digital Media
- SEO Best Practices
- Expert News Judgement and Sports Knowledge
- Strong Written and Verbal Communication
- Deadline and Time Management

Experience

Copy Editor - Quality Assurance (Contract) 04/2025 - Current
SHRM – Remote

- Used the Monday and SharePoint PMS tool to manage assignments and MS Word to proofread and review content for errors in grammar, spelling, punctuation, and style, correcting any issues as needed. Published a minimum of five articles per day.
- Ensured that information presented in the text is accurate and verifiable, often consulting external sources.
- Developed and maintained style guides to ensure consistent voice and tone across all company communications.
- Conducted thorough fact-checking to maintain the accuracy and credibility of published materials.
- Edited and proofread HR-related content for clarity, grammar, and consistency.
- Collaborated with writers to enhance message effectiveness and adherence to SHRM guidelines.

Freelance Editor, Proofreader, and Fact-Checker 10/2024 - Current
Self-Employed – Washington, D.C.

- Verify all facts and statistics for articles, essays and book manuscripts.

- Enhance publication quality by diligently proofreading and editing articles for grammar, spelling, and consistency.
- Manage multiple projects simultaneously to ensure the timely delivery of high-quality editorial work.
- Collaborate with writers to improve content structure and clarity, resulting in increased reader engagement.
- Fact-checked and consulted on "Only God Can Judge Me: The Many Lives of Tupac Shakur" by best-selling author Jeff Pearlman (release date: Oct. 21, 2025).
- Edited and proofread five student thesis projects at the Pratt Institute in New York City (May 2025.

Journalism Instructor 06/2018 - 01/2023

The School of The New York Times – New York, N.Y.

- Instructed students in newsroom management and advanced writing courses, covering topics such as sports, politics, and city beat reporting.
- Assigned, edited, and coached students on all stages of the reporting process.
- Advised students on interviewing, reporting, researching, and writing skills to produce feature stories, profiles, and long-form articles.
- Evaluated student work, ensuring adherence to journalistic standards and fostering critical thinking skills.
- Leveraged industry connections to enhance guest speaker programs, enriching students' exposure to real-world journalism practices.

Editor and Editorial Director of Rhoden Fellowship 06/2021 - 05/2022

Andscape/ESPN – Washington, D.C.

- Used the Trello PMS tool to assign and edit articles, blogs, weekly newsletters, podcast scripts, and related content to writers for a Black-led media platform.
- Managed a team of six fellows and two full-time reporters, developing a digital news strategy, creating editorial calendars, and ensuring timely content.
- Used WordPress to edit and publish four to eight articles per day on the website.
- Collaborated with the managing editor, newsroom colleagues, and stakeholders to brainstorm ideas and coordinate news coverage.
- Utilized SEO techniques to optimize content for search engine rankings.
- Spearheaded multimedia storytelling initiatives to enhance audience engagement.
- Implemented editorial guidelines to maintain consistent tone and style across publications.

Lecturer 08/2019 - 06/2021

Howard University – Washington, D.C.

- Instructed students on language, literacy, effective writing, critical reading, and logical idea presentation.
- Cultivated critical thinking skills through challenging assignments that required analysis, synthesis, and evaluation of information from various sources.
- Evaluated student performance through assessments, providing constructive feedback to enhance learning outcomes.

Adjunct Professor 08/2017 - 12/2020

Craig Newmark Graduate School of Journalism – New York, N.Y.

- Instructed students on news and sports writing, reporting, interviewing, and logical story pitch presentation.
- Supervised news articles, interviews, and media projects to ensure precision and excellence.
- Edited, proofread, and published seven student capstones for the NYCity News Service.
- Evaluated student performance through constructive feedback and assessments.

Editor (Contract) 04/2018 - 04/2019

The Athletic – Remote

- Used WordPress to edit stories for quality, style, and grammar, choosing photos, writing headlines, and packaging for a digital audience.
- Managed and monitored social media accounts as needed.
- Optimized content for SEO, significantly increasing web traffic.
- Collaborated with writers to enhance storytelling and narrative structure across various sports topics.

Editor, Writer, and Reporter 06/1998 - 12/2016
Sports Illustrated – New York, N.Y.

- Used InCopy and InDesign to edit and proofread print and digital content to ensure accuracy, clarity, and consistency in messaging.
- Managed a team of interns, reporters, and other editorial staff for SI's weekly magazine and iPad application.
- Optimized content for search engines to improve online visibility and reach.
- Collaborate with staff on story ideas and with design and photo teams on best execution for stories with a transparent visual element.
- Edited and published four cover stories and eight commemorative issues.
- Increased readership by launching the SI Podcast Network.

Education

Master of Arts: Education 05/2004
New York University - New York, N.Y.

Bachelor of Science: Journalism 05/1998
University of Colorado - Boulder, Colo.

Bachelor of Arts: English Language and Literature 05/1998
University of Colorado - Boulder, Colo.