

Kevin Kopf

516-543-8129
New York/Northern New Jersey

kevinkopf33@gmail.com
kevinkopf.com

Objective and Summary	Communication professional with heavy experience in reporting, editing and proofreading. 5+ years of experience, including within project management, copy editing, business/media management and website creation.
Education	Seton Hall University – South Orange, N.J. Bachelor of Arts in Journalism, May 2020 GPA: 3.68; Minor in Sociology; significant coursework in Public Relations
Experience	The Inception Company Medical Copy Editor – Quality Control – June 2020 – July 2021 <ul style="list-style-type: none">Ensured all virtual programs, events and documents were clear, concise, and correct; identified edits to be made in medical documents, slide decks, and databasesDesigned and implemented new processes to expedite quality assurance role, including creating spreadsheets, introducing protocols/timelines, and leading meetings among senior company members to ensure edits were made in timely mannerCreated and guaranteed consistent practices in multiple virtual platforms and databases, including Adobe Connect, ZOOM, MediaPlatform, and multiple internal company platforms The Setonian Copy Editor May 2018 – May 2020 Staff Writer August 2016 – May 2020 <ul style="list-style-type: none">Edited content daily for style, usage and grammar via Associated Press Standards; manage SEO headlinesCreated story ideas, wrote articles for print and digital platforms, lead reporter for NCAA and Big East Tournaments The Wave Newspaper Editorial/Media Intern – Summer 2019 <ul style="list-style-type: none">Became sole media representative at one of New York City’s largest basketball tournamentsWorked in collaboration with Editor-in-Chief on editing, fact-checking and reporting Team Walker, Inc. Editorial Intern – Spring Semester 2019 <ul style="list-style-type: none">Re-designed and published a weekly newsletterCreated staff biography pages via interviews created and managed database of financial donations High Wrap Hockey Creator and Editor – August 2013 – March 2020 <ul style="list-style-type: none">Designed personal website to write, edit and publish stories within; developed a social media following of 6,500+ Twitter followers via brand growth, generated advertising revenue.

	<p>US Glass Magazine <i>Magazine Intern – Summer 2016</i></p> <ul style="list-style-type: none"> ▪ Expanded help within the editorial department by assisting with editing prior to magazine print for B2B publisher; assessed social media reach and growth
<p>Honor Societies and Leadership</p>	<ul style="list-style-type: none"> ▪ Winner, Pirates Press Club Award for Student Leadership in Journalism; Member, Lambda Pi Eta Communications Honor Society ▪ Phi Delta Theta Fraternity executive board positions: Secretary (Jan. 2018 to May 2018), Academics (May 2018 to Dec. 2018), Vice President (Jan. 2019 to Dec. 2019); Public Relations chair of fraternity (Jan. 2020 through June 2020)
<p>References and Work Samples</p>	<ul style="list-style-type: none"> ▪ Available on request ▪ For work samples and more, please visit kevinkopf.com