



Tamar Obi

EDITORIAL ASSISTANT

Resourceful editorial assistant with 3 years of experience covering local government, education, and public safety beats using AP style and AI transcription tools. Cultivated 27 sources across the education and city council beats and publishes an average of 6 articles per week while providing senior reporters with sourced background briefs for 14 stories per month.

CONTACT INFORMATION



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Silver City, NM 12345

KEY SKILLS

- AP style
- Content management systems
- AI transcription tools
- Microsoft Word
- Interview techniques
- Public records research
- Story structure and organization
- Social media platforms
- Chicago style
- Beat reporting

PROFESSIONAL EXPERIENCE

Editorial Assistant | Mimbres Valley Herald, Silver City, NM | 2024 – Present

- Cultivated 27 sources on the education and city council beats through regular check-ins, public meetings, and follow-up calls, building a reliable contact network for breaking and enterprise stories.
- Publish an average of 6 articles per week covering local government, school board actions, and community events, selecting the most pertinent details and organizing material into AP style formats.
- Reduced average story turnaround time from 5.2 hours to 3.4 hours by drafting outlines during interviews and verifying quotes with AI transcription tools before writing.
- Research public budgets, court filings, and meeting minutes to develop context for news subjects, providing senior reporters with sourced background briefs for 14 stories per month.

News Intern | Rio Grande Basin Gazette, Las Cruces, NM | 2023 – 2024

- Built an initial source list of 13 contacts across the public safety and housing beats within the first 4 months on assignment.
- Filed 4 articles per week on community meetings, infrastructure projects, and neighborhood events, determining each story's emphasis, length, and format before submission.
- Turned around assigned stories in an average of 4.7 hours by gathering information through on-site observation, phone interviews, and document review.

EDUCATION

BA Media Arts

New Mexico Highlands University, Las Vegas, NM | 2019 – 2023