

Minal Gandhi

PROFESSIONAL SUMMARY

As a journalist for seven years, Miss Gandhi has worked as a writer, copy editor, page designer and news editor at various newspapers and magazines. She has honed solid news judgment throughout her career, and that helped catapult her into the No. 4 management spot at a daily paper, where she managed a staff of six, helped plan news projects and still moved copy by deadline. While her expertise lies in wire editing and copy editing, Miss Gandhi is striving to expand her management credentials — she was accepted in early 2008 to the Maynard Institute’s Media Academy at Harvard University, a program that prepares “high potential” individuals for management roles at newspapers. Yet despite her attachment to daily journalism, Miss Gandhi recently embarked on a new career (and adventure) in corporate communications.

WORK EXPERIENCE

Senior Writer

Wachovia Securities – St. Louis, MO

6/08 – Present

- Interview subject-matter experts to gather information before writing and editing content for internal communications, including newsletters and e-mails.
- Create and execute communication plans for projects and assignments.
- Help manage and track ongoing projects within the team to ensure timely communication.

Assistant National/Foreign Editor

St. Louis Post-Dispatch – St. Louis, MO

9/06 – 6/08

- Selected breaking, pertinent and interesting stories for the A-section using myriad wire services, including The Associated Press, The New York Times and The Washington Post.
- Budgeted selected stories for the news meeting, and pitched best of selection for use on A1.
- Edited wire copy for clarity, grammar, house and AP style, and finally trimmed to fit.
- Booked the A-section pages with the chosen stories for the day.
- Collaborated with page designers, photo editors, copy desk and news editor to assure that workflow was smooth and that deadlines were met.
- Edited copy by reporters at the paper’s Washington bureau as well as freelancers.

Various – News Editor, Page Designer, Copy/Wire Editor

Press-Telegram – Long Beach, Calif.

2/03 – 2/05 & 9/05 – 8/06

- Managed copy desk to ensure positive interpersonal communication among six-person staff, coached employees to facilitate job growth and scheduled work shifts.
- Pitched wire stories at news meetings and selected day’s most significant news to run on A1, section fronts, inside pages and Web site.
- Copy edited and slotted stories and cutlines based on AP and house style while checking for clarity, factual errors, proper grammar and punctuation; wrote snappy, informative headlines and decks.

- Planned for local elections, news series and projects with department editors to produce compelling, award-winning material.
- Designed pages for news, business, sports and features sections with a neat, cohesive layout.
- Selected complementary photos covering state, national and world.

Copy Editor

Westways magazine – Costa Mesa, Calif.

3/05 – 9/05

- Edited stories following Chicago Manual of Style, checked clarity, punctuation and grammar.
- Researched and wrote departmental pieces for different editions of the magazine.
- Offered story and design ideas during regular brainstorming meetings.
- Oversaw work by freelance copy editors; sent them manuscripts through courier services.

Editorial Assistant (internship)

VIA magazine – San Francisco

9/02 – 12/02

- Fact-checked and copy edited freelance and in-house manuscripts.
- Compiled and wrote event listings for the calendar section in different editions.
- Aided in the research of topics written about by staff writers and editors.
- Fulfilled administrative duties, including answering/making telephone calls, filing and faxing.

Copy Editor/Designer (internship)

Statesman Journal – Salem, Ore.

5/02 – 8/02

- Edited stories and cutlines with regard to AP style and clarity, and wrote headlines and subheads.
- Designed and/or paginated newspaper's Op-Ed and Local/Mid-Valley pages.

*Note: Internship earned through Chips Quinn Scholars program at the Freedom Forum

EDUCATION & TRAINING

2008: **Maynard Media Academy** – *Harvard University*

Training experience teaches individuals key skills and strategies to succeed in management roles.

8/97 – 5/02: **Major: Journalism** – *San Jose State University*

NOTEWORTHY

- Freelance writer for *Nirvana Woman* magazine; Summer 2004
- Society of Professional Journalists' 2nd place Mark of Excellence Award in non-fiction magazine articles for "Price of Education" in Fall 2002 issue of *Access* magazine; 2003
- College Gold Circle Awards from the Columbia Scholastic Press Association for Spring 2002 issue of *Access* magazine; 2003
- Chairwoman of *Magazine Day*, featuring Alan Light of *SPIN* magazine; Spring 2002
- Proficient in an array of Mac and PC applications: Adobe InCopy/InDesign, Quark XPress, Microsoft Office and UNISYS. Some experience with Adobe Photoshop and Illustrator.