

Maisie Fitzmaurice

Writer & Editor | Las Vegas, NV, open to relocating | maisieteresa@gmail.com | 614-359-0665

Education

The Ohio State University

Class of 2022 - Bachelor of Arts - Public Affairs Journalism, Minor in Political Science

Bio

Maisie is a passionate writer and well-rounded editor driven by human connection and effective communication. She previously oversaw the production of multiple bi-monthly print magazines and digital content as managing editor, later adding the duties of intern coordinator and digital advertising coordinator to her role.

She proves to be a reliable team member and leader with excellent interviewing, editing and storytelling skills. As intern coordinator, she served as a mentor for participants of the editorial internship program. Her experience as a digital advertising coordinator introduced her to B2B marketing practices, SEO, basic HTML coding and using Canva to design visuals.

EXPERIENCE

CITYSCENE MEDIA GROUP, COLUMBUS, OH — 2022- June 2025

INTERN COORDINATOR – JUNE 2024 TO JUNE 2025

- Responsible for outreach and recruitment of interns, attending and presenting at career fairs.
- Interviewing potential interns, evaluating applicants' writing samples, researching background, giving feedback and handling paperwork.
- Creating educational content for interns and hosting weekly educational meetings on essential skills.
- Crafting weekly and monthly work hour schedules for interns.
- Creating or updating cohesive guides for following company style and formatting.
- Monitoring all content assigned to interns to ensure articles are completed before the deadline.
- Editing interns' work and providing extensive feedback.

DIGITAL ADVERTISING COORDINATOR - OCTOBER 2024 TO JUNE 2025

- Working with digital advertising clients and editing creatives for polish before uploading to the website.
- Using Metro Publisher to update website layout.
- Collaborating with the sales team to discuss digital ad sales and placement of digital ads.
- Using Google Ad Manager to organize and schedule ad runtimes.
- Elevate digital content using SEO methods and UX practices.
- Drafting performance reports and analyzing data.

MANAGING EDITOR - DECEMBER 2023 TO JUNE 2025

- Independently managing content for bi-monthly print magazines from beginning to end of each cycle.

- Managing content for the company website and weekly newsletters.
- Overseeing content management systems and assigning outlines to contributing writers.
- Developing ideas for creative, unique content.
- Communicating using Slack, Constant Contact and Mailchimp.
- Using Metro Publisher to upload article content to the company's website.
- Heavily editing other writers' work for grammar, clarity, brevity, accuracy, quality and company style.
- Maintaining and expanding collaborative relationships with paid publication clients, city governments, chambers of commerce and local businesses and organizations.
- Working closely with designers to create readable, engaging page layouts.
- Delivering up to ten or more published feature articles bi-weekly for both print and online, often with quick turnaround through independently scheduling and conducting interviews, and using information compiled from interviews and research to create informative and persuasive copy.
- Managing relationships with key sources in the magazine distribution communities; keeping contact records and updating archives and company calendars.
- Leading and attending photoshoots for cover photos and supporting images.
- Representing the company at meetings, luncheons, awards ceremonies, and networking events.
- Creating social media posts and monitoring engagement analytics.

ASSISTANT EDITOR - MAY 2023 TO DECEMBER 2023

- Working in-office full-time, appearing professional each day.
- Reviewing, fact-checking and making basic edits to other writers' work.
- Completing up to 2-3 features daily for weekly newsletter, print publications and online.
- Establishing relationships with key sources and paid publication clients.
- Brainstorming with and pitching content ideas to managing editors.
- Attending photoshoots for magazine covers and content.
- Updating the company style guide as needed.
- Creating engaging posts for social media.
- Attending concerts, theater performances, and events outside of regular business hours; often writing articles and taking photographs on site.
- Uploading digital versions of publications to Issuu.
- Independently scheduling and conducting interviews, and using information compiled from interviews and research to create informative and persuasive copy.

CONTRIBUTING WRITER - JANUARY 2022 TO MAY 2023

- Delivering on feature assignment with varying deadlines.
- Researching facts and figures to supplement articles.
- Scheduling and conducting interviews with local sources and experts.
- Fact-checking and lightly editing other writers' work.
- Using an editor's feedback to revise work if needed.
- Taking photos to supplement articles.

THE LANTERN, COLUMBUS, OH

REPORTER — AUGUST 2020 TO SEPTEMBER 2021

- Working under an editor, pitched new stories weekly while delivering on news article assignments and meeting aggressive deadlines.
- Interviewed sources and maintained relationships.

- Enhanced stories through the use of still imagery, video and audio.

THE POST, ATHENS, OH

EDITORIAL CONTRIBUTOR — AUGUST 2018 TO APRIL 2019

- Organized material to research and complete writing tasks for local newspaper.
- Pitched stories weekly and met tight deadlines for assignments.
- Followed company policies and editorial guidelines to craft thorough, well-written content.
- Interviewed individuals by phone, video chat, and in-person to write news stories

COMMUNITY INVOLVEMENT & CERTIFICATIONS

- HubSpot Content Marketing Certification
- Member, Ohio Society of Professional Journalists
- Former member, City of Upper Arlington, Ohio Committee on Accessibility
- Dublin Chamber Leadership Academy class of 2025
- Volunteer Career Presenter, Junior Achievement of Central Ohio