

**Pamela Blackburn Nelson**  
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Mrs. Nelson is an experienced communications professional with versatile and reliable skills as an editor and project manager. Her work has included hands-on editing and design responsibilities, teaching and coaching, personnel supervision and policy and organizational development.

## **Professional experience**

*The News & Observer*, Raleigh, North Carolina (135,000 daily, 190,000 Sunday)

January 2001-present **Copy editor** Edit copy written by staff, correspondents and wire services for daily and Sunday newspaper, ensuring proper grammar, syntax, style, etc., fact-checking content and meeting page design requirements for length; write headlines, photo captions, promo lines, information box copy and other display elements. Proofread finished pages and graphics to ensure that they are accurate and error-free; correct pages within publishing system.

- ▶ Served on teams to implement new computer publishing systems, including training staff, writing documentation, assisting production during the transition and adapting typographical codes. Trained newsroom personnel at additional McClatchy newspapers, including *The Miami Herald*.

- ▶ Write and manage Triangle Grammar Guide, a blog about grammar, usage and other language issues (<http://blogs.newsobserver.com/grammar>); develop and post instructional quizzes. Plan and conduct staff and outside seminars in headline writing, editing and language use.

*Campbell University, Department of Mass Communication*, Buies Creek, North Carolina

August 2002-December 2002 **Adjunct Instructor** Taught copy editing (Mass Communication 328). Selected textbook and developed curriculum, including preparing and delivering lectures, guiding class discussions, directing written exercises, and preparing and administering examinations; covered basics of print media editing, Associated Press style, grammar and word usage, ethics and legal issues, fact checking, news judgment, headline writing and typography.

*HowStuffWorks*, Cary, North Carolina ([www.HowStuffWorks.com](http://www.HowStuffWorks.com))

May 2000-December 2000 **Managing Editor** Supervised development and posting of content for online magazine; hired and supervised writers, artists and freelancers; edited all copy; posted material to Web site, including adding HTML code to articles, animation and graphics; researched and wrote articles.

*The News & Observer*, Raleigh, North Carolina

November 1999-May 2000 **Assistant Capitol/state editor** Directly supervised three reporters and co-supervised five others; assigned coverage and edited articles about statewide issues and other topics; presented articles at daily budget meetings; suggested or determined visual elements and research needed for articles; served as liaison to graphics, photo and news research.

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### Professional experience (continued)

#### *The News & Observer*, Raleigh, North Carolina (continued)

June 1995-November 1999 **Day news editor** Supervised, scheduled and trained 20 full-time and eight part-time copy editors, including critiquing paper for content and style; recruited copy editors, and newsroom summer interns; prepared news budget for morning editors' meeting; prepared nightly production lock-up sheet; responded to public inquires pertaining to style, and news content and judgment; served as liaison to advertising; maintained stylebook and resolved style questions; edited local and wire copy; wrote occasional guest column.

April 1988-June 1995 **Assistant news editor/deputy copy desk chief** Designed and edited 1A daily; supervised 10-person weekend copy desk; scheduled and trained copy editors, including daily critiques of paper; served as wire editor, slot, local editor and rim editor as necessary; designed and edited weekly automotive section.

June 1987-April 1988 **Copy editor** Edited local and wire copy as slot and rim editor, designed pages, wrote headlines and photo captions; designed and edited weekly automotive section.

#### *The Fayetteville Observer*, Fayetteville, North Carolina (48,000 daily, 73,000 Sunday)

October 1985-June 1987 **Senior copy editor** Developed newspaper's first copy desk, including determining work flow, and standardizing design rules and copy style; supervised copy editors; designed and edited local news section.

#### *The State*, Columbia, South Carolina (100,000 daily, 150,000 Sunday)

August 1982-October 1985 **Copy editor** Edited local and wire copy as slot and rim editor, designed pages, wrote headlines and photo captions.

#### *The Telegraph*, North Platte, Nebraska (17,000 daily and Sunday)

June 1979-May 1982 **Night news editor/wire editor** Supervised newsroom and production at night; designed and edited 1A and wire pages; wrote weekly humor column, *Southern Exposure* (first place for personal columns, Nebraska Women's Press Association, 1981).

#### *Hickory Daily Record*, Hickory, North Carolina (27,000 daily)

August 1976-June 1979 **Wire editor/1A editor, copy editor, staff writer** Introduction to daily newspaper journalism with varied duties and responsibilities throughout newsroom.

### Education

Bachelor of arts, University of North Carolina at Greensboro. English major, history minor. Editor of twice-weekly campus newspaper.

Completed seminars at Poynter Institute, American Press Institute and Southern Newspaper Publishers Association.

Proficient in CCI and Saxotech publishing systems, Adobe InCopy, Quark Copy Desk, Windows, Microsoft Word, Microsoft Excel, PowerPoint and Internet access software.