

Naomi Cox

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Profile

Seeking to gain more experience to strengthen my skills as an editor and publisher. I'm an alumna from Florida State University with a degree in Editing, Writing, and Media. I am self-motivated and passionate about my gifts.

Work Experience

TEAM MEMBER | CHICK-FIL-A | APRIL 2024 - PRESENT

- Uphold "Core Values of the Business"
- Prepare, assemble and serve products to food stations
- Courteously greet guests, take orders, explain and suggest menu items
- Ensure that products and guest experience are consistent with our brand, culture, and standard of excellence
- Perform tasks at a pace that can keep up with the demands of the business
- Communicate clearly with fellow team members and leaders

DESKTOP PUBLISHER | FELLOWSHIP PRESBYTERIAN CHURCH | JUNE 2024

- Designed and produced [bulletin](#) that effectively communicated the church's messages.
- Collaborated with ministry leaders to create visually appealing graphic designs for [weekly newsletter](#).
- Managed the layout and formatting of the church's monthly newsletter, creating engaging visuals and compelling content.
- Edited and revised all published documents to enhance clarity and align with the [church's branding](#).
- Handled incoming and outgoing correspondence.
- Maintain files and records.

EDITOR | GENERATIONS CHURCH | JAN - MAY 2025

- Collaborated with ministry leaders to create employee manuals.
- Edited and revised all published documents to enhance clarity and align with the church's branding.
- Handled sensitive material and church documents with discretion.
- Communicated with church staff weekly discussing projects.
- Edited and revised church scripts for videos.
- Maintain files records.

Education

**B.A. IN EDITING, WRITING, & MEDIA | MAY 2025 | FLORIDA STATE UNIVERSITY
TALLAHASSEE, FLORIDA**

A.A. IN ENGLISH | JUN 2022 | COLLEGE OF CENTRAL FLORIDA, OCALA, FLORIDA

Skills & Abilities

- Microsoft Office
- Organized
- Strong Work Ethic
- Time Management
- Excel
- Desktop Publisher
- Communication
- Collaborative

Achievements

Nominated for [Florida State University Digital Symposium](#) Spring 2024