



GRETCHEN SCHULTZ

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Summary

Skilled Senior Copy Editor known for constant productivity and efficiency in task completion. Proficient at enhancing storytelling through collaboration and AP style adherence. Strengths include exceptional proofreading and strong knowledge of style guidelines. Excels in communication, adaptability, and team collaboration, ensuring seamless project execution and quality content delivery.

Skills

- Copy editing
- Content creation
- Fact-checking
- AP style adherence
- Team collaboration
- Storytelling techniques
- Editing software proficiency
- Deadline-driven mindset

Experience

OU Daily | Norman, OK

Senior Copy Editor

06/2025 - Current

- Edited articles for clarity, coherence, and adherence to AP and publication standards.
- Collaborated with writers to refine content and enhance storytelling elements.
- Reviewed submissions for grammar, punctuation, and style consistency.

OU Daily | Norman, Oklahoma

Junior Copy Editor

01/2025 - 05/2025

- Conducted thorough fact-checking to ensure accuracy of published material.
- Edited articles for grammar, punctuation, and clarity in various publications.
- Utilized editing software to mark changes and communicate revisions effectively.

OU Daily | Norman, Oklahoma

Undergraduate Student Intern

08/2024 - 12/2024

- Utilized editing software to track changes and suggestions.
- Conducted fact-checking to ensure accuracy of information presented.
- Reviewed submissions for adherence to AP and publication guidelines.

Education and Training

University of Oklahoma | Norman, OK

Bachelor of Arts in Journalism And Mass Communication

Expected in 05/2026

Bishop Lynch High School | Dallas, TX

High School Diploma

05/2022

Websites, Portfolios, Profiles

- www.linkedin.com/in/gretchen-schultz-8a2033289

Activities and Honors

Outside of the newsroom, two of my favorite activities to fill my free time are reading and journaling! I love finding new ways to be creative, whether it's through writing, reflecting, or creating something new. Not only do I thoroughly enjoy these activities, but they also help to keep me inspired both in and out of the newsroom!

Accomplishments

- Recipient, Merit National Recognition Tuition Waiver (NRTW) - Granted in recognition of outstanding academic performance