

PHYLLIS A. GILCHRIST

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246 Oakwood St. SE, Washington, DC 20032

EDUCATION

GEORGETOWN UNIVERSITY, Washington, D.C., Master's in Journalism 2017
• **Member, GUPolitics (Institute of Politics and Public Service)** Fall 2015 to Present
MANCHESTER UNIVERSITY, North Manchester, Ind., B.A. Speech/Communication 1978

PROFESSIONAL EXPERIENCE

LAINGER & WOODSTOCK LIBRARIES, GEORGETOWN UNIVERSITY May 2013-Present
Assistant

- Answer research inquiries on faith, philosophy and religion at world-renowned **Woodstock Theological Library**
- Organize and shelve books for circulation/reference desks using Dewey Decimal System and nationally-recognized U.S. Library of Congress Classification system (LC) in **Lauinger Library**

CHICAGO SUN-TIMES

November 1999-March /2008

Deputy Metro Editor/Night Desk

- Coordinated coverage of developing stories for major metropolitan daily
- Line edited and contributed content for local, state and Washington Bureau reports and columns
- Posted stories to STNGweb network of sister publications and STNGwire local wire service
- Processed Metro Desk expense reports, mentored interns, performed other administrative tasks

CONGRESSIONAL QUARTERLY DAILY MONITOR (later *CQ Today*) January-May 1999
Senior Editor,

- Night supervisor for 5,000 circulation publication on actions of U.S. Congress and federal agencies
- Performed basic layout, story editing, headline writing and production per deadline specifications

BOCA RATON NEWS, Boca Raton, Fla

May 1996-January 1999

Managing Editor

- Headed news division at award-winning community daily in competitive South Florida market
- Recruited, hired, supervised and guided professional development of 32-person staff
- Maintained interdepartmental communication
- Responsibilities included coordinating coverage, general line editing, copy editing, proofreading pages, coaching staff writers, quality control and occasional column writing

UNIVERSITY OF MISSOURI SCHOOL OF JOURNALISM

August 1993-May 1996

Professional Faculty

- Full-time instructor of news reporting and advanced news reporting
- Approach involved intensive, one-on-one coaching and editing sessions in deadline situations
- Responsible for raising students' journalistic skills to professional caliber
- Curriculum and career advisor to undergraduate and graduate journalism students

THE BIRMINGHAM NEWS, Birmingham, Ala.

April 1991-August 1993

Night City Editor

- Chief editor for local, regional and state news, i.e., crime, politics and Washington bureau reports
- Coordinated coverage of breaking news and general assignment reports per deadline specifications

MILWAUKEE JOURNAL, Milwaukee, Wis. (now Journal-Sentinel) January 1990-April 1991
Assistant Metro Editor

- As morning slot editor, contributed to planning coverage of daily news and special projects
- Directed assignments, performed content editing and supervised six general assignment reporters
- Oversaw cut-and-paste of pages during zone edition deadlines and between first and final editions

THE BIRMINGHAM NEWS, Birmingham, Ala. May 1987-December 1989
Assistant City Editor

- Contributed in planning coverage of daily news and special projects
- Directed assignments for and line edited stories for four specialty writers
- Coordinated weekly health/science/environment and religion sections

WKRN-TV (ABC), Nashville, Tenn. December 1985-May 1987
News Producer

- Produced live, half-hour weekend news programs including sports and weather segments
- Wrote copy for news anchors, edited reporters' scripts and coordinated videotape editing
- Operated Chyron character generator during live weeknight newscasts
- Produced regular feature segment for broadcast during 10 p.m. nightly newscast

UNITED PRESS INTERNATIONAL, Nashville, Tenn. April 1984-November 1985
Political Reporter / Desk Editor

- Reported on legislation before Tennessee General Assembly (state Senate) and political campaigns of candidates for U.S. Congress, U.S. Senate, state House and Senate and constitutional offices
- During recess of legislature performed general assignment reporting and served as state desk editor, coordinating coverage for wire service's daily report

WVTM-TV (NBC), Birmingham, Ala. March 1982-April 1984
Assistant Promotion Director

- Created on-air promotional campaigns for news and programming departments
- Directed video and audio production sessions in studio and on location
- Was liaison between news, programming and promotion departments

WBMG-TV (CBS), Birmingham, Ala. 1980-1982
News Anchor / Reporter / Producer

- Anchored and produced live half-hour nightly newscast while serving as general assignment reporter

OTHER RECENT EMPLOYMENT:

SHERATON HOTEL, Birmingham, Ala. October 2008-December 2012
Guest Services Agent

- While caring for elderly mother, served as overnight customer service representative in 714-room convention hotel.

MULTIMEDIA SKILLS:

- Composing News Releases
- Copy Editing (AP Style)
- Online, Print and Broadcast Editing/Reporting
- WordPress Publishing Platform (CMS)
- Web Content and Production
- Basic Digital Photography
- Audacity Audio Editing
- Basic Microsoft Office Suite
- Adobe Premier Video Editing
- Polling and Survey Reporting
- State Government Reporting
- U.S. Capitol Hill Reporting