

Eric Austin

Information Specialist

📞 (201) 555-7426

✉ eric.austin@example.com

🌐 linkedin.com/example/ericAustin

📍 Jersey City, NJ 07302

STRENGTHS

- 🔍 **Source Judgment**
When claims conflict, traces each detail back to primary records so editors can act with confidence.
- 🕒 **Deadline Focus**
During crowded news windows, prioritizes urgent verification and keeps source notes clear for quick review.
- 👥 **Editorial Partnership**
Reporters and producers receive concise context, practical links, and useful follow up questions for coverage.
- 💡 **Research Initiative**
Often spots a public record or overlooked detail that gives a developing story stronger context.
- 📁 **Organized Delivery**
Briefing books, profiles, and source logs stay easy to scan, even when assignments arrive together.

SKILLS

News Research Politics
Public Affairs Elections
Business News Current Events
Fact Verification Primary Sources
Briefing Books
News Backgrounders
Congressional Hearings
Town Halls Lexis Nexis Factiva
Accurint

LANGUAGES

English Native

SUMMARY

News research and **information specialist** with two years supporting deadline driven coverage of politics, **public affairs**, elections, government proceedings, and business. Retrieves, analyzes, and confirms facts, statistics, contacts, and source material through Lexis Nexis, Factiva, Accurint, internet research, government databases, and primary source records. Produces concise briefing books and **background materials** that give reporters and producers verified context for planned and breaking coverage. Balances simultaneous assignments while preserving source traceability, sound research judgment, and accuracy under tight editorial deadlines. Background includes election materials, Congressional activity, public records, corporate information, interviews, hearings, town halls, and public forums. Comfortable collaborating onsite with **newsroom stakeholders** and adapting schedules for early mornings, evenings, weekends, and holidays.

EXPERIENCE

News Research Associate

Harbor City News Desk 📅 October 2025 - Present 📍 New York, NY

Supports **national news coverage** across politics, government activity, elections, and business. Partners with reporters, producers, and editors on planned and breaking assignments, delivering sourced context, verification, briefing books, and background research under demanding deadlines.

- Delivered rapid **research** for national politics coverage using **primary sources** and traceable records.
- Built **briefing books** with biographies, voting records, statements, statistics, timelines, and source links.
- Confirmed names, dates, affiliations, corporate records, and claims through **Lexis Nexis** and Factiva.
- Prepared Congressional hearing and town hall research, flagging discrepancies for editorial review.
- Managed concurrent producer requests during deadline windows, documenting sources for later verification.
- Surfaced public records and contextual facts that strengthened **story pitches** and planning.

Editorial Research Assistant

CivicWire Research Project 📅 October 2024 - September 2025 📍 Newark, NJ

Conducted supervised editorial research for public affairs coverage, preparing sourced background notes, profiles, event packets, and recurring topic logs. Coordinated daily priorities with a small editorial team while adapting research support for late breaking assignments and flexible schedules.

- Researched state and federal developments for weekly **public affairs** coverage plans.
- Verified policy claims against agency publications, legislative records, election materials, and original documents.
- Created profiles of officials, organizations, and businesses by reconciling primary records.
- Maintained source logs that let editors retrace decisions and refresh developing stories.
- Prepared hearing and community forum packets with schedules, participants, statements, and documents.
- Coordinated daily priorities with editors during evening and weekend **research** assignments.

PROJECTS

Election Research Desk 📅 2025

Prepared sourced election background materials covering candidates, voting records, public statements, dates, and official documents. Research supported concise editorial planning and reporter preparation.

Public Affairs Source Archive 📅 2024

MY CAREER



- News Research Associate at Harbor City News Desk (11 Months)
- Editorial Research Assistant at CivicWire Research Project (11 Months)

Organized recurring source logs for political developments, agency records, legislative materials, and public claims. Archive structure helped editors refresh verified context during developing coverage.

LEADERSHIP & AWARDS

- Newsroom Research Recognition, Harbor City News Desk, 2026
- Editorial Research Contribution Recognition, CivicWire Research Project, 2025

EDUCATION

Bachelor's Degree in Journalism
Rutgers University Newark 🎓 GPA: 3.5 📅 2024 📍 Newark, NJ
Coursework: News research, political reporting, public affairs, media ethics

CERTIFICATIONS

- News Research Methods Certificate 📅 2024
- Fact Checking and Source Verification Certificate 📅 2024

TECHNICAL SKILLS

- **Research Databases:** Lexis Nexis, Factiva, Accurant
- **Internet Research:** Search engines, source tracing, web archives
- **Primary Records:** Agency publications, legislative records, election materials
- **News Research:** Fact retrieval, claim review, source confirmation
- **Editorial Materials:** Briefing books, backgrounders, reporter packets
- **Political Coverage:** Elections, Congressional hearings, public affairs
- **Business Research:** Corporate records, company profiles, business news
- **Public Records:** Government databases, filings, official documents
- **Source Management:** Source logs, citations, traceability
- **Event Research:** Town halls, public forums, interview preparation
- **Verification Methods:** Fact checking, discrepancy review, record comparison
- **Newsroom Workflow:** Assignment tracking, deadline management, team coordination

PROFESSIONAL AFFILIATIONS

- Member, Investigative Reporters and Editors
- Member, Radio Television Digital News Association

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST