

ROBERT SMITH

Digital Media Specialist/Co-ordinator

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A high-energy, organized and experienced administrative assistant who is able to expertly mingle the various platforms to work together. Possess strong interpersonal skills, and highly adept at Internet technology.

EXPERIENCE

Digital Media Specialist/Co-ordinator

ABC Corporation - AUGUST 2011 - MAY 2015

- Roseville, CA 95678 Engaged with over people per day via eBay, Facebook, Email Provided professional estimates of services
- Memorized product knowledge and learned competitor product information in packaging for shipping to clients throughout America.
- Designed all brochures, flyers business cards and websites as well as keep updated.
- Participated in multiple weekly meetings and conference calls Fulfilled all office duties with accuracy and expediency.
- Developed Audio through voice-overs for KFBK radio station and audio engineering.
- Produced video for the merchandise through video for Comcast commercials.
- Uploaded content with the goal of producing results

Digital Media Specialist

ABC Corporation - 2006 - 2011

- Conducted live, on-air production of Indian River County School Board Meetings using multi-camera switching broadcast system.
- Produced talk show style TV programming using multi-camera switching broadcast system.
- Acted as liaison between school district and other agencies to facilitate programming and scheduling for the Education Channel.
- Worked with staff to identify and create learning opportunities for students.
- Collaborated with Fire Marshall to produce video which adhered to fire code regulations in lieu of fire drill.
- Chosen by contracted app developer to produce feature vignette that would be included in nationwide promotional materials.
- Partnered with advertising agency and community partner to produce 30 cable spot for "Read Talk Play Sing" campaign.