

# 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.