

# ROBERT SMITH

## Print And Media Specialist

[info@qwikresume.com](mailto:info@qwikresume.com) | <https://Qwikresume.com>

Seeking position within an organization that can fully utilize my skills to achieve their business needs and objectives.

### **MARCH 2016 - 2019**

#### **PRINT AND MEDIA SPECIALIST - BETHEL AME CHURCH**

- Facilitated public inquiries and information in reference to organizational events.
- Liaise with local media representatives to coordinate and run promotional reels and photography.
- Collaborated in the development of talking points and statements for church leadership use to engage local media and interviews.
- Researched briefing material, read books, and speeches for verbal presentations and recommendations to high-level staff officials.
- Summarize key research findings and results about various topics (i.e. public health issues, technology, and current events).
- Provided consultations, technical assistance, and training on program and project implementation.
- Worked with various communicators on specific projects and programs (i.e.

### **2015 - 2016**

#### **MEDIA SPECIALIST - ABC CORPORATION**

- Handled customers needs (in person and on the phone), janitorial duties, customer service, electronic orders, merchandise research, training new employees on the product.
- The gap in my work is from my focus on my education where I volunteered and hosted numerous events and engaged in school activities.
- SKILLS Proven leadership and teamwork abilities Excels in verbal communication Advanced organizational and event management classes taken Strong sales skills- Reliable, energetic, hardworking.
- Knowledgeable in Microsoft office Highly organized and detail oriented Positive Attitude Willing to learn on the job.
- VOULNTEER EXPERIENCES Camp Hand in Hand counselor PBS Imagination Station at WIU Asbury UMC Vacation Bible School vocal leader Student Leader for Navigators International.
- Helped international students adjust to college life and organized events for these students.
- Christ Church Haiti Mission Trips.

## EDUCATION

Masters of Science in Communications Management - (Morgan State University)

## SKILLS

Adobe Suite, Microsoft Office.