

# Web Administrator/ ROBERT SMITH

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## Objective

Seeking a challenging opportunity with a progressive company. To fully utilize my creative talents and technical skills while working cooperatively with people who are as motivated to excel as myself.

## Skills

Microsoft Office, Email Marketing, HTML, CSS, Web Design, Adobe Photoshop, Cross-functional Team Leadership, Web Data Management Supporting B2B And B2C Platform, Fatwire, Filezilla, Adobe-Scene 7, PlumRiver, SAP ERP, Asset Management, Content Management Systems, Microsoft Access.

## Work Experience

### Web Administrator/

**ABC Corporation** - April 2006 - July 2008

- Development and implementation marketing campaigns on multiple e-commerce channels.
- Administer all data elements for creating, adding or deleting new products.
- Daily monitoring website for errors and take immediate corrective action.
- Collaborated with the Marketing team to enhance site marketing promotions.
- Integrate innovations successfully across multiple websites supporting different systems.
- Maintain home page, category pages, product pages, and ancillary pages.
- Lead weekly email campaigns across multiple business channels.

### Web Administrator

**In The Breeze** - 2005 - 2006

- Serve as Web Administrator, Office guru and general support for a small-operations wholesale company.
- Primary duty is to create and maintain product and company information across multiple e-commerce platforms including a company website, mobile sales application for use at tradeshows and vendor portals.
- Other responsibilities include B2B sales and customer service, technical support and training for coworkers, image and video editing and production and copy editing.
- Instrumental in \$450k+ sales per year via web, phone, email and fax.
- Refined workflow by providing instruction on Excel techniques and through the development of templates and scripts to automate time consuming tasks.
- Initiated the development of a mobile site based on increased mobile traffic Helped establish office and warehouse protocols for new dropship vendors Skills Used Excel, Access, Word, Outlook.
- This is Dummy Description data, Replace with job description relevant to your current role.

## Education

