

ROBERT SMITH

Advertising Department Head

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Motivated with wide-ranging abilities relating to Photography (dSLR and Film), Videography, Lighting, and Audio. Familiar with ProTools, Adobe Audition, Premiere, Lightroom, 4.X and 5.0, and Photoshop. Microsoft Office Suite and Apple iOS. Extremely flexible.

CORE COMPETENCIES

Adobe Premiere, Audition, Lightroom, Photoshop, Microsoft Word.

PROFESSIONAL EXPERIENCE

Advertising Department Head

ABC Corporation - May 2006 – August 2008

Key Deliverables:

- Oversaw department of 9 personnel on daily basis Maintained a work schedule to ensure proper shift coverage was met, to satisfy customer demand.
- Coordinated with Inventory Management team on daily basis to ensure proper products were on hand.
- Retained customers by ensuring that the department provided the best customer service.
- Trained department associates in the newest products being offered by the company.
- Updated sale floor signage weekly to reflect specials and sales promotions.
- Co-ordinated intra department training with neighboring department heads, to ensure cross training was performed, to ensure qualified staff was present at all times.
- Contributed to the store consistently being rated highly with customer satisfaction awards by use of VOC (Voice Of the Customer).

Department Head

Bomgaars - 2003 – 2006

Key Deliverables:

- 6 End Date Current I helped to open the store.
- We set everything up from shelving to product.
- Helped to do some office duties.
- Help with customers.
- Also help set product now that the store is open.
- Supervise employees.
- Quality control.

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EDUCATION

Digital Media and Broadcasting - 2014(Long Island University, C.W. Post campus - Brookville, NY)

