

# Robert Smith

## Associate Web Administrator I

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### SUMMARY

Motivated, personable business professional with college degree and a successful record of maintaining and balancing metrics. Talent for quickly mastering technology - Skilled and trained in the Microsoft suite of products as well as social media, consignment and web publishing software. Diplomatic and tactful with professionals at all levels. Experience in wide range of business environments from large corporations to small, family run business.

### SKILLS

Microsoft Office, Microsoft Word, Microsoft Excel, Wordpress.

### WORK EXPERIENCE

#### Associate Web Administrator I

ABC Corporation - November 2009 - June 2015

- Maintained web site for large high end consignment shop.
- Ensured timely upload and removal of store inventory.
- Photographed and edited items for publication.
- Created WordPress entries for each item including entries for category, price, measurement, description and key words.
- Assisted store owners with marketing and promotion through social networking sites.
- Adhered to search engine optimization to ensure maximum web site exposure.
- Worked to maintain a cohesive design on the company web site.

#### WEB Administrator

ABC Corporation - 2007 - 2009

- Contract position.
- Maintained content changes for Intranet site, outsourcing to external customers (BellSouth.net).
- Developed template graphics and content format utilizing CSS.
- Contribution Created and implemented forms and on line testing interfaces of customer requirements for Highlights dynamic certifications.
- Drove Java Script development for on line variation of sales agent test.
- Coded using PERL and CGI in UNIX environment..
- This is Dummy Description data, Replace with job description relevant to your current role.

### EDUCATION

Bachelor of Arts in Literature and Communications - (Illinois Benedictine College - Lisle, IL)