

Videographer/ Web Developer/Administrative Assistant Videographer/Web Developer/Administrative Assistant Antelope, CA Authorized to work in the US for any employer Work Experience Videographer/ Web Developer/Administrative Assistant North American Baptist Conference - Roseville, CA August 2014 to Present Assist in coordination of projects for the Advancement Department, including but not limited to: negotiate telecommunications contracts, coordinate and collaborate with an office of 20+ employees for the building of a new corporate website, create and manage an SEO strategy that boosted the organization's listing on Google, evaluate and analyze the performance of email, website, and video, create long-term trend analysis of organizational marketing campaigns, manage the website and video channels of marketing campaigns, film, edit, and upload full HD videos, learn the coding languages (HTML and CSS) necessary for maintaining and editing a WordPress site, manage web server backup schedule and security, perform statistical analysis on marketing areas including email and web, improve video quality through self-started research, and general office support as needed. Accounting Intern Scott & Baldwin CPAs - Roseville, CA January 2016 to April 2016 Assisted the staff as a student intern by performing various accounting tasks, including but not limited to: the filing of individual tax returns both digital and scanned versions, worked with staff accountants to understand file history and coordination, and general office support as needed. Education Master's in Divinity Liberty University - Lynchburg, VA January 2018 to Present Bachelor's in Pastoral Ministry William Jessup University - Rocklin, CA August 2014 to April 2017 Bachelor's in Business Administration William Jessup University - Rocklin, CA August 2014 to April 2017 Skills HTML (4 years), Wordpress (5 years), PHP (2 years), Excel (8 years), Project Management (5 years), Accounting, Marketing Strategy (5 years), Video Editing (3 years), Video Production (3 years), Web Design (5 years), Analytics (5 years), Social Media Marketing (3 years), Strategic Planning (3 years), SEO (5 years), Budgeting (3 years), Marketing (5 years) Assessments Critical Thinking Expert July 2019 Using logic to solve problems. Full results: [https://share.indeedassessments.com/share\\_assignment/mg3g6d9gmk3i6fus](https://share.indeedassessments.com/share_assignment/mg3g6d9gmk3i6fus) Search Engine Optimization Highly Proficient July 2019 Measures a candidate's ability to interpret online website performance metrics and understand search engine optimization tactics. Full results:

[https://share.indeedassessments.com/share\\_assignment/bpzsaqbqmdffiouv](https://share.indeedassessments.com/share_assignment/bpzsaqbqmdffiouv) Data Analysis Expert July 2019 Measures a candidate's skill in interpreting and producing graphs, identifying trends, and drawing justifiable conclusions from data. Full results: [https://share.indeedassessments.com/share\\_assignment/zy3c7xufbmtty7cz7](https://share.indeedassessments.com/share_assignment/zy3c7xufbmtty7cz7) Spreadsheets with Microsoft Excel Expert July 2019 Measures a candidate's Microsoft Excel knowledge including common tools, PivotTables, conditional & nested formulas, and custom visuals. Full results: [https://share.indeedassessments.com/share\\_assignment/qf1v16upvh4manho](https://share.indeedassessments.com/share_assignment/qf1v16upvh4manho) Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

Name: Charles Casey

Email: regina24@example.org

Phone: (385)201-9159x333