

ROBERT SMITH

Catalog Specialist

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As a Catalog Specialist, responsible for Identifying potential new areas of development or enhancement in Biblioovation and be able to explain those ideas to LibLime colleagues. Experience in Participating in staff meetings and design efforts as well as any other duties assigned by management.

EXPERIENCE

Catalog Specialist

ABC Corporation - AUGUST 2013 - 2015

- Worked with Amazon Instant Video and applied for the X-Ray program.
- Executed daily operations for the X-ray team, including creating and organized an internal ticketing system for the week.
- Responsible for the teams productivity and reaching urgent deadlines.
- Responsible for creating the weekly title prioritization in order to reach maximum watch velocity.
- Trained seven new hires within the last calendar year.
- Developed and maintained evolving documentation on the teams operating procedures.
- Communicated and escalated failures, provide individual status reports, and adhere to productivity and quality baselines.

Catalog Specialist

Delta Corporation - 2011 - 2013

- Responsible for all direct sales for existing and prospective customer base.
- Responsible for expanding sales in serviced customers through creating profitable relationships, creating sales promotions, cold calling.
- Quality assurance and testing upwards of 20 titles (both television and films) for the Amazon Instant Video Team.
- Completed comprehensive review processes used to publish digital titles and met daily production goals ranging from 2,000 to 3,000 titles submitted.
- Ensured appropriate decisions were reached on each title request, as well as effectively managed communication with the publisher.
- Worked among various high-level departments such as Content Ingestion and Operations teams to communicate problems, solutions, and implementation.
- customer service with online orders.



EDUCATION

- G.E.D

SKILLS

Microsoft, Team Building, Public Speaking.