ROBERT SMITH

Content Coordinator II

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

SUMMARY

To obtain a full-time job that utilizes computer science and fast-paced mechanical production experience. While having opportunities for growth and advancement within the company.

CORE COMPETENCIES

Microsoft Office, SEO, Social Media, Copy writing.

PROFESSIONAL EXPERIENCE

Content Coordinator II

ABC Corporation - June 2013 – December 2013

Key Deliverables:

- QC for providers that include CableMas and TotalMovie, Sky, VEO Cablevision, and Televisa.
- Translate episodic synopsis from English to Spanish, QC series and movies on CAM after encoding process on PC and tablet.
- Confirm that episodes and movies are streaming without error.
- Spot check and correct metadata before publishing VOD titles and TV Series Episodes create episode logs in TotalMovie to enter episodic information.
- Confirm proper HLS and BIVL transfer and give proper feedback to an encoder.
- Cross-reference web sites to ensure titles (TV or Movie) published and are streaming properly.
- Responsible for researching car data on vehicles to be included in Forza, which are then used to input into car physics.

Content Coordinator

ABC Corporation - July 2008 – March 2012

Key Deliverables:

- Handled the digital music content inquiries on a daily basis from record labels, internal customer service (US, Germany, CA and UK) for music catalog clean-up requests, re-delivery and release confirmations of digital music Research and fix audio issues,.
- Cross-referencing UPCs to determine correct audio delivery, Request and tracked re-delivery requests.
- Escalate and document MP3, WMA and Quicktime file issues to Content Producer or label.
- Researching errors on XML and asking for XML re-delivery or XML fix.
- Accessing and updating SharePoint, and special content projects as assigned.
- Worked within CMS (Content Management Systems) database program and Napster website for the US, Germany and UK along with Canada.
- Assisted the publishing team in any special projects (i.e.

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EDUCATION

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