

# ROBERT SMITH

## Contract Writer (Content Marketing)

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As a technical writer and editor for over 6 years, worked with remote teams for 4 years, acquired excellent communication skills, excelled in meeting commitments and challenges, self-motivated, worked collaboratively or independently, planned and lead writing projects, mastered understanding of products, mastered writing for Agile teams, focused on results, created task-based writing standards, lead team to define writing standards for multiple outputs, set up processes and procedures, and improved quality and usability.

## EXPERIENCE

### Contract Writer (Content Marketing)

#### ABC Corporation - 2013 - 2015

- Contributed to and drafted title and content review and market surveys.
- Created JIRA tickets for titles.
- Processed payments for honoraria and vendor invoices.
- Drafted agreements and contracts with authors and contributors.
- Created sales and adoption reports.
- Created and managed project schedules.
- Maintained and updated data in key editorial systems.

### Contract Writer

#### Delta Corporation - 2006 - 2009

- Auction setup and registration of guests Interact with customers during the completion of sales contracts Verify certified funds received from bidder.
- Wrote various articles for national magazines targeted to university students and scholars.
- Articles included Proper Plaintiff of Environmental Public Interest Litigation The German Experience.
- I am currently writing and editing content for an in-development video game.
- Skills Used Creative writing, editing, localization.
- Created, composed, edited articles, and published 75 articles.
- Maintained and adapted editorial notes and drafts.

## EDUCATION

- General / Business - (El Camino College - Torrance, CA)

## **SKILLS**

Microsoft Office, Adobe Creative Suite, Writing, Editing.