

# ROBERT SMITH

## Creative Specialist

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

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### SUMMARY

A specialist with an entrepreneurial spirit who takes an ownership approach in making business decisions that result in cutting costs while increasing productivity.

### CORE COMPETENCIES

Excellent Communication, Data Entry, Documentation.

### PROFESSIONAL EXPERIENCE

#### Creative Specialist

##### ABC Corporation - 2009 – 2010

#### Key Deliverables:

- Prepared content for sales sheets, proposals, and sales decks.
- Edited fundraising content for grammar, content, and cohesive voice.
- Assembled and created powerpoint presentations, sales proposals, and other marketing collateral.
- Created and enhanced graphic art; manipulated re-coloring for assigned product areas.
- Purchased and maintained stock photography image libraries.
- Maintained the brand image across multiple channels, websites, and partnerships.
- Have contributed directly to the brand style guides and positioning of new products and websites and maintain the company blog and other social media.

#### Creative Specialist

##### Delta Corporation - 2006 – 2009

#### Key Deliverables:

- Prepare content for sales sheets, proposals and sales decks.
- Edit fundraising content for grammar, content and cohesive voice.
- Assemble and create power point presentations, sales proposals and other marketing collateral.
- Created and enhanced graphic art; manipulated re-coloring for assigned product areas Purchased and maintained stock photography image libraries; also .
- Creative Services Specialist Full Time.
- Am the creative leadership for our digital marketing efforts.
- Maintain the brand image across multiple channels, websites, and partnerships.

### EDUCATION

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Certificate in Object-Oriented Information Technologies - (Cuyahoga Community College Cleveland - Cleveland, OH)

