

Robert Smith

Creative Specialist

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SUMMARY

Likable and dedicated Creative Specialist with over 6 years of experience in a fast-paced company. Eager to offer superb analytical and computer skills to help the company grow its client base.

SKILLS

Organizational, Time Management, Team Player, Customer Service, Detail Oriented.

WORK EXPERIENCE

Creative Specialist

ABC Corporation - 2009 - 2010

- Transcribed letters, memos, reports, proposals, and other documents from handwritten copy and/or audiotape.
- Maintained employee attendance records.
- Assisted in the invention, design, and production process of new to the world products in cards and gift presentation.
- Designed, created, and helped to build websites with CMS platforms like WordPress, Joomla, etc.
- Developed marketing strategy plans and implemented them through multiple revenue channels including social media.
- Managed clients individually and with a small team to keep projects ongoing and within the deadline.
- Recruited because of knowledge of the advertising and film markets, to demonstrate and deliver presentations.

Creative Specialist

Delta Corporation - 2006 - 2009

- Transcribed letters, memos, reports, proposals, and other documents from handwritten copy and/or audiotape.
- Maintained employee attendance records.
- Assisted in the invention, design, and production process of new to the world products in cards and gift presentation.
- Designed, created, and helped to build websites with CMS platforms like WordPress, Joomla, etc.
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EDUCATION

Bachelor of Arts and Science in Art - 2007(The University of Hawaii at Manoa - Honolulu, HI)