Robert Smith

Digital Content Editor

CONTACT DETAILS

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PERSONAL STATEMENT

Digital Content Editor with 2 years of exprience in Leading the creation, editing and improvement of high visibility HBU.edu web pages, emails and social media posts, Coordinating the review of draft pages with subject matter experts and stakeholders, Ensuring key messages are prominent.

WORK EXPERIENCE

Digital Content Editor

ABC Corporation - August 2013 – July 2014

Responsibilities:

- Proactively built competence within team, and vendor.
- Proactively leveraged vendor skills and resources to assist with additional jurisdictions and/or tasks.
- Ensured that contract requirements and customer expectations are met.
- Effectively communicated with customer and/or government relations.
- Escalated concerns to manager, plus actively participates and provides information for requests related to product bids.
- Participated in live meetings and presentations with government officials, customer agencies, etc. as appropriate.
- Balanced projects and tasks in light of production timelines and work/life balance.

Digital Content Editor

Delta Corporation - 2008 – 2013

Responsibilities:

- Merchandised products on the Downpour.com homepage Assisted in the selection of featured titles, including sale categories Asset/product management .
- Create original content for the publications website.
- Ensure compliance with clients who sponsor content online.
- Create, manage and monitor content on various social media platforms.
- Created and edited news content for web, radio and television platforms at WOUB News, spanning 55 counties in Ohio, West Virginia and Kentucky.
- Supervised and assigned stories to more than a dozen general reporters.
- Managed the stations Twitter, Facebook and YouTube accounts.

Education

MS

SKILLS

Review Assistant,
Coordinating Skills,
Editing.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference – 1 (Company Name)
Reference – 2 (Company Name)

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