

# Digital Media Assistant

## ROBERT SMITH

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### Objective

Over 11 years of experience in structuring, developing, and implementing interactive, user-friendly websites; print media such as banners, flyers, and brochures. Over 6 years of experience, freelance, and corporate. Photos published in various internal and external print/ad, newsletters, flyers, websites, etc. Passion for creating dynamic and visually appealing sites on the cutting edge of web standards and technology trends.

### Skills

Microsoft Office, HTML/5, CSS, Javascript, Sharepoint Foundation And Designer, Adobe Creative Suite.

### Work Experience

#### Digital Media Assistant

**ABC Corporation** - March 2009 - September 2014

- Developed, delivered, and maintained key communications; and provide digital media services photography, video production, and editing, live event production, webcasting/live streaming, and graphic design.
- Maintained company photo, video, and data files following data management practices.
- Maintained and sustained Communication Team Sharepoint/web pages and other key web websites.
- Developed and maintained accurate and up-to-date team documentation.
- Follow-up with customers on upcoming projects to ensure expectations are addressed.
- Supported and maintained team computers/hardware, accessories, and software applications.
- Acted as liaison with Refinery IT Dept. to ensure all equipment, applications and media servers are fully operational at all times.

#### Digital Media Assistant

**Delta Corporation** - 2006 - 2009

- Kept track of the internet trends evaluate its capacity to act as a media platform.
- Filmed and edited interview footage.
- Maintained effective correspondence between clients, advertisers, and members of the creative team.
- Encouraged consumer feedback and reply to the complaints, opinions and appreciation conveyed by the consumers.
- Assist students and faculty with software issues and other related problems Help faculty with Blackboard and Canvas Learning Management Systems Lead .
- Crafted social media content for clients on Facebook and Pinterest Managed online reputation for clients Analyzed and recorded social media insights .
- Prepares and inspects audio, video and lighting equipment for student reservations.

## Education

Diploma - January 2002(Contra Costa College - San Pablo, CA)