

# ROBERT SMITH

## Digital Media Assistant

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

### SUMMARY

Seeks to use digital experience with the intention of securing a career with opportunities for career advancement.

### CORE COMPETENCIES

802.1x, CISCO Switches And Routers, Network Operations, IT Software And Hardware Support, Network, Configuration & Change Management, NCCM, Macola, Remedy, Active Directory.

### PROFESSIONAL EXPERIENCE

#### Digital Media Assistant

ABC Corporation - January 2006 – May 2007

##### Key Deliverables:

- Provided support for State University's Multi-Media Services Department.
- Instructed university workshops in the use of various computer software programs.
- Assisted graduate and undergraduate university students in the preparation of individualized media-related projects.
- Developed individual computer skills of Students thru one-on-one and group training.
- Utilized technical writing skills to create effective help guides.
- Troubleshoot computer hardware (zip drives, cameras, printers, laptops) as required.
- Managed equipment within the University Technology Center worth in excess.

#### Digital Media Assistant

Delta Corporation - 2003 – 2006

##### Key Deliverables:

- Aiding students and faculty in various campus technologies.
- Graphic design work with brand identity.
- Also creating advertisements and promotions for campus technology and general technology literacy.
- Work collaboratively with vendors and other digital media professionals Create &quot;copy&quot; for upcoming extractions Pre-publish templates for incoming .
- Photograph rare books, digitize 35mm and 120 film negatives Worked on the Mister Rogers Project and various other projects.
- Video Production and editing using Adobe Premiere Elements 7 for Red River Valley Flood education.
- Developed and executed various media projects Encoded various video content into SAAS compatible formats Scheduled on demand, live, and 24 hour .

### EDUCATION

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- Bachelor of Science in Visual Communications Technology - 2003(Bowling Green State University - Bowling Green, OH)