

## Digital Media Assistant

# ROBERT SMITH

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## Objective

Seeks to obtain a position that will enhance skills in the community service field. Customer-focused and strong communicator with the ability to effectively interact with others. Quick learner with management potential.

## Skills

Customer Service, Computer, Excel, Adobe Photoshop.

## Work Experience

### Digital Media Assistant

**ABC Corporation** - May 2014 – August 2015

- Assisted in the daily operations of the department i.e. set up studio equipment, make DVD dubs, e-mail faculty and staff, make appointments, etc.
- Acted as floor manager on set for GHTV productions.
- Acted as the second shooter at photoshoots, sporting events, and social events at the college.
- Demonstrated a willingness to learn new processes and adapt to new situations.
- Worked with the biggest digital media plan investor.
- Achieved the technology challenges proposed by the client.
- Inserted 3 videos in one super banner.

### Digital Media Assistant

**Delta Corporation** - 2010 – 2014

- Collect, input, edit and create content using content management systems sourcing and editing high quality images using image manipulation software .
- Filming, animating and editing promotional content for Morgan State University website.
- Setting up and breaking down camera equipment.
- Served as an assistant to the planning and traffic teams of the emerging digital advertising department within ITN Networks.
- Created slideshows to present screenshots of campaigns to the clients Reached out to news and entertainment websites to help build potential .
- Help students with various computer programs.
- Complete tasks asked by supervisor.

## Education

Business Administration - (Georgia Highlands College - Rome, GA)