

Robert Smith

Digital Media Assistant

PERSONAL STATEMENT

An accomplished, versatile, and results-driven professional with proven individual and team performance in rapidly changing, dynamic environments. Hands-on, team player with progressive success aligning teams to drive business results in the industry.

WORK EXPERIENCE

Digital Media Assistant

ABC Corporation - June 2014 - August 2015

Responsibilities:

- Kept track of the internet trends evaluates 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.
- Assisted students and faculty with software issues and other related problems.
- Helped faculty with Blackboard and Canvas Learning Management Systems Lead .
- Crafted social media content for clients on Facebook and Pinterest.

Digital Media Assistant

Delta Corporation - 2013 - 2014

Responsibilities:

- Kept track of the internet trends evaluates 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.
- Assisted students and faculty with software issues and other related problems.
- Helped faculty with Blackboard and Canvas Learning Management Systems Lead .
- Crafted social media content for clients on Facebook and Pinterest.

Education

BA in Journalism and Mass Communication - (Arizona State University - Phoenix, AZ)

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

SKILLS

Great Communication,
Customer Service
Leadership, and
Management.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)