

Robert Smith

Digital Media Assistant

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SUMMARY

Seeking to attain a management level position in quality improvement that will promote the application of skills and knowledge acquired through previous experiences, allow management experience, and foster career development and growth.

SKILLS

Project Management, Data Analysis, Quality Improvement, Microsoft Office, Program Evaluation.

WORK EXPERIENCE

Digital Media Assistant

ABC Corporation - June 2014 - August 2015

- Managed online reputation for clients.
- Analyzed and recorded social media insights.
- Prepared and inspected audio, video, and lighting equipment for student reservations.
- Assisted students with non-linear digital video editing, digital photo editing, and media encoding.
- 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.

Digital Media Assistant

Delta Corporation - 2013 - 2014

- Managed online reputation for clients.
- Analyzed and recorded social media insights.
- Prepared and inspected audio, video, and lighting equipment for student reservations.
- Assisted students with non-linear digital video editing, digital photo editing, and media encoding.
- Served as an assistant to the planning and traffic teams of the emerging digital advertising department within ITN Networks.
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EDUCATION

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