

Media Production Specialist

ROBERT SMITH

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Objective

Creative and detail-oriented professional offering over 7 years of diverse experience working in various fast-paced business environments demanding expert organizational, technical, and interpersonal skills. Proven strength working on multiple projects, prioritizing tasks accordingly, meeting deadlines, and arranging activities with commitment to efficiency and accuracy.

Skills

Microsoft Office Suite, Adobe Photoshop, Adobe Illustrator, Adobe Premiere Pro, Adobe InDesign.

Work Experience

Media Production Specialist

ABC Corporation - June 2009 - 2021

- Assisted in writing, producing and editing over 500 local & regional video productions and television/radio ads.
- Designed graphics and copy for print and online marketing materials including press releases, blogs, brochures, posters, flyers, postcards and business cards.
- Created website layouts for several clients and updated the content for existing websites.
- Assisted in the concept development of marketing campaigns, implementing branding strategies to attract new clients, customers, foot traffic and visitors.
- Established and maintained social media content.
- Managed media productions and marketing campaigns, insuring all necessary tasks were properly completed.
- Documented project details and concisely presented them to management and clients.

Media Production Specialist

Delta Corporation - 2006 - 2009

- Collaborate with a team of other students to brainstorm, script, film, and distribute videos promoting the university library Edit creative .
- Filmed and edited 50 projects a year for TV and web such as short documentaries, concerts, plays, sporting events, and a Reading Rainbow style show.
- Part of a team that works in hand with all other departments of the building for any needed media products including data presentation building using .
- Also works with the IT department for any help they may need including network security and computer troubleshooting for employees.
- Collaborate with a team of other students to brainstorm, script, film, and distribute videos promoting the university library Edit creative .
- Work with Training Specialists to creatively design and produce instructional video programs in multiple formats such as audio, web-based training, .
- Maintain equipment and recommend production related hardware and software updates and enhancements.

Education

Bachelor of Arts in Communication Studies - August 2005(CHRISTOPHER NEWPORT UNIVERSITY - Newport News, VA)