

ROBERT SMITH

Sr. Multimedia Specialist

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Motivated and committed individual who generated business by establishing new client relationships and providing excellent customer service to existing clients.

EXPERIENCE

Sr. Multimedia Specialist

ABC Corporation - 1996 - 2004

- Researched, evaluated, recommended and coordinated future equipment and software purchases for photo, video.
- Photographed and videotaped USAA events and employees for company records, publications, and web sites.
- Provided production services, videography, editing and design support for USAAs First Edition news program.
- Served as the primary backup to the Communication Specialist, including maintenance of web sites, production of newsletters.
- Operated and coordinated all satellite downlinks and playbacks of USAA news and live management broadcasts.
- Operated, scheduled and maintained state-of-the-art Picture-Tel videoconferencing system.
- Provided customer support and training in a variety of media areas, including photo, video, PowerPoint presentations.

Multimedia Specialist

ABC Corporation - 1989 - 1993

- Enhanced effectiveness for processing over 700 videotapes per month for the National Archives and future Presidential libraries by reducing paperwork 50 percent.
- Created a 30-minute documentary on the White House Communications Agency, including co-writing and editing script, researching and selecting all music and photos, coordinating and supervising film location and crews, and co-producing and supervising all final production work.
- Supervised a team of four, established work schedules and evaluated job performances.
- Monitored over 50 cable channels and satellite downlinks.
- Recorded, edited and played back national news and special programs in direct support for the Office of the President and Senior White House staff over a closed-circuit television system.
- Edited speeches, set up and operated computer TelePromPTers worldwide for the office of the President, including the first live Presidential Thanksgiving Day Address from Camp David.
- Maintained a wide array of video and audio equipment.



EDUCATION

- US Air Force - 1986(University of Colorado - Boulder, CO)



SKILLS

AV Technician, Video, Management.