

ROBERT SMITH

Graphics And Production Associate

info@qwikresume.com | [LinkedIn Profile](#) | [Qwikresume.com](#)

5 years of experience as a Production Associate. A precise and accurate worker with background demonstrating pride in performance and successful work accomplishment.

EXPERIENCE

Graphics And Production Associate

ABC Corporation - JULY 2014 - AUGUST 2018

- Specialized in helping with client specific media and promotional campaigns.
- Attended several management post-production meetings while collaborating, different ideas with various coworkers to ensure the best quality work as a collective team.
- Handled the responsibility of producing several on-site and live production projects.
- Experience in working independently and in group settings in a very organized and professional manner.
- Highly knowledgeable in computer applications such as Microsoft word, final cut pro, and photoshop, mac software, powerpoint and internet applications.
- Excellent customer service skills while complying with the needs and demands of the customer through proper procedures and attention to details.
- Communicated closely with management and the production team to productively do my job.

Wayne County Community College District Athletic Department

ABC Corporation - NOVEMBER 2013 - JUNE 2014

- Responsibilities video coordinator for the college athletic department for the men and women basketball team.
- Travel to a different college to film basketball games, cross country and golf.
- Video edited three sports banquets for Wayne county community college district athletic department.
- Communicated assignment needs and budget to cost consultant for feedback/approval.
- Communicated with vendors on all project needs and/or changes to the scope of the assignment.
- Provided scheduled status reports to client and agency.
- Collaborated with all departments to ensure assignments are clear and deadlines are met.



EDUCATION

- Associates Degree in Liberal Arts - 2005(Wayne County Community College - Detroit, MI)High School Diploma - (Northwestern High School - Detroit, MI)



SKILLS

Video Editor-Final Cut Pro, KickBoxing, Muay Thai and Wing Chun, Microsoft Word, Final Cut Pro and Photoshop, Mac software, PowerPoint.