

ROBERT SMITH

Web Content Editor

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

Seeking a Web Content Editor profession an outstanding career opportunity that will offer a rewarding work environment along with a winning team that will fully utilize management skills.

EXPERIENCE

Web Content Editor

ABC Corporation - MAY 2008 - JULY 2008

- Provided consistent, clean, and organized web development work by converting raw course content into static and/or interactive, web-ready content to be added to our clients course delivery system
- Migrates (copy & paste) content from one platform to another
- user-defined course maps, this includes moving and re-linking of code and files.
- Added text and images to online courses.
- Retrieved and troubleshoot automated errors during the conversion process and implements solutions within defined parameters.
- Provided excellent customer service internally and externally to non-technical co-workers and customers; Quality Assurance testing of automated and manual work. Tracking of work progress and QA outcomes utilizing Microsoft Excel and Word.
- Created daily reporting/communication with team and Project Manager.
- Gathered the feedback from customers and made it for graphic Skills Used Indesign, Microsoft suite.
- Edited incoming articles for brand voice, style, accuracy, grammar, flow, and SEO; Write copy and author articles as needed Create editorial & social.

Web Content Editor

Delta Corporation - 2003 - 2008

- Evaluated complex Web site maps for State of Colorado agencies
- Migrated content to new content management system software
- Tracked progress.
- Hired as an editor for the KTSW website in May, and will continue to work at the radio station until I graduate.
- Review and edit blog entries, articles, and interviews and then publish them to the KTSW blog via WordPress.
- Create and update content and forms on the IPFW Web site Assist the Web Developer and Web Manager in maintaining.
- Used Analytic skills, HTML, CSS, Twitter Bootstrap, organizational communication, interpersonal communication, Adobe Creative Suite

6, writing.

- Responsible for leading a team of journalists around the world and editing quality news copy produced for the award-winning high-traffic online web site.
- Worked on a team to ensure the integrity and readability of the Universitys website.

EDUCATION

- High School Diploma

SKILLS

Writing, Copywriting, Editing, Social Media, Social Media Marketing, Content Marketing, Content Creation, Content Development, Content Strategy, Copy Editing.