

# Robert Smith

## Website Coordinator

### PERSONAL STATEMENT

Website Coordinator is responsible for the maintenance and support of all aspects of the website, including web design, development, content management and marketing.

### WORK EXPERIENCE

#### **Website Coordinator**

**ABC Corporation - December 2008 - March 2010**

##### *Responsibilities:*

- Responsible for creating and maintaining the website content (information, product information, pricing).
- Responsible for generating traffic to the website through web traffic sources (search engines, social networks).
- Coordinated with sales and marketing teams on web development projects.
- Developed content that is both technically sound as well as functional to meet business goals.
- Coordinated with internal departments (e.g., development, IT) on technical issues affecting the site performance and stability.
- Developed a marketing plan that is focused on reaching out to potential customers via email campaigns or other online tools.
- Worked closely with the Internet Software Engineering Team (ISET) to ensure that all technical requirements are met in.

#### **Website Coordinator**

**Delta Corporation - 2007 - 2008**

##### *Responsibilities:*

- Produced dental branch website through Joomla and served as its webmaster Established and operated Facebook and Twitter accounts Advertised events.
- Operate event functions of the EBG administration database to include the production and pricing of new products and shows Communicating clearly.
- Responsible for website maintenance, communications, grant writing and kitchen manager.
- Assessed and implemented processes for website communications and data analysis made technical edits and verified Institute site links (quality .
- Undertook technical research (to improve Content Management System CMS, work prioritization, and change management processes), designed page layouts, .
- Responsibilities Maintain design and content of The Collegian (school newspaper) online edition.
- Update information weekly from current issues of The Collegian.

### **CONTACT DETAILS**

1737 Marshville Road,  
Alabama  
(123)-456-7899  
info@qwikresume.com  
[www.qwikresume.com](http://www.qwikresume.com)

### **SKILLS**

Excellent analytical and problem solving abilities.

### **LANGUAGES**

English (Native)  
French (Professional)  
Spanish (Professional)

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

### **REFERENCES**

Reference - 1 (Company Name)  
Reference - 2 (Company Name)

Education

Bachelor of Fine Arts