
Content Specialist Resume

Job Career:

Seeking position that utilizes my training as an accomplished Content Specialist.

Summary of Qualifications:

- Huge experienced in Web content development
 - Good understanding of web technologies, web publishing and design tools
 - Sound knowledge of printing environments and social media marketing
 - Strong research and analytical skills
 - Proficient in HTML, QuarkXpress, InDesign, Dreamweaver, Microsoft Word, Excel and PowerPoint
 - Excellent presentation and facilitation skills
 - Superior written and verbal communication skills
 - Outstanding ability to manage multiple tasks simultaneously and prioritize workload
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Work Experience:

Content Specialist, May 2006 – Present
eBay, Tinley Park, IL

- Modified templates and FAQs to ensure compliance with Legal Department.
 - Translated, updated, wrote and implemented new templates to reflect product updates.
 - Updated, prepared and implemented new FAQs to reflect product updates.
 - Maintained local language glossary and style guide.
 - Researched and analyzed customer behavior and worked with Product Support to establish content strategies to improve the user experience.
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Education:

Bachelor's Degree in a Computer Science, Graphic Arts & English, Pitzer College, Claremont, CA

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