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# COPYRIGHT SPECIALIST RESUME

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## Summary:

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An experienced copyright specialist with thorough knowledge and skills in applying copyright practices and procedures, principles of office management and supervision; possesses good command of the English language; has mastered planning and has performed clerical work; has vast experience in interpreting and applying departmental policies and procedures and in operating manual and automated office equipment including personal computers and related software; capable of composing correspondence and preparing reports; has the ability to establish and maintain effective work relationships.

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## Professional Experience:

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Senior Copyright Specialist January 2007 – present  
ABC Inc. Atlanta GA

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## Responsibilities:

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- Obtained copyright clearances and handled administrative and clerical details related to the process.
- Obtained copyright permission from publishers.
- Reviewed documents for compliance with copyright laws.
- Provided guidance and direction regarding copyright procedures.
- Maintained automated and manual records and files.

Word Processing Specialist June 2004– January 2007  
Brandon & McMahon, Inc. Dallas, Columbia, IL

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## Responsibilities:

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- Managed all information transactions.
- Developed knowledge of procedures and maintenance of records with ability of gathering comprehensive data on a limited turnaround time.
- Performed functions which encompasses formatting and creation of complex documents, retrieval of data from emails and the like.
- Analyzed requirements and handled special projects, administered training of system personnel.
- Acted as administrative support specialist.
- Prepared various reports and documentation.

Information Support Specialist February 1999 – May 2004  
East Bay Corporation, Columbia IL

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## Responsibilities:

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- Obtained copyright clearances and handled administrative and clerical details related to the process.
- Obtained copyright permission from publishers.
- Reviewed documents for compliance with copyright laws.
- Provided guidance and direction regarding copyright procedures.
- Maintained automated and manual records and files.

Word Processing Specialist June 2004– January 2007  
Brandon & McMahon, Inc. Dallas, Columbia, IL

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## Education:

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B.A. Business Administration  
Yale University, CT, 1999

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## Skills:

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- Knowledge and skills in applying copyright practices and procedures.
- Skills in planning and coordination, interpretation and application of departmental policies and procedures
- Ability to communicate effectively both orally and in writing
- Excellent knowledge in operations and automated office equipment including personal computers and related software

## Professional Affiliation:

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Member, Information Specialists Group  
Member, Foundation of Information System in Business

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