
Powerpoint Specialist Resume

Job Objective

Looking for work within the company in the position of Powerpoint Specialist. Experienced with behind the scenes managerial duties as well as hands-on work in the industry

Highlights of Qualifications:

- Admirable experience in preparing PowerPoint presentations for clients
 - Outstanding knowledge of Photoshop and web design
 - Sound knowledge of graphic acquisitions
 - Immense ability to prepare and maximize functionalities for presentations
 - Exceptional ability to format and edit slides for various note pages
 - Amazing communication skills in both oral and written forms
 - Skilled to adhere to all brand guidelines
 - Proficient in performing graphic editing
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Professional Experience:

Powerpoint Specialist
Liaison Resources, Bremen, ME
May 2006 – Present

- Coordinated with creative team and assisted clients by preparing high level presentations.
- Administered graphic production by using basic design skills.
- Worked for various corporate clients and prepared presentations on brand guidelines.
- Managed implementation of all graphic production with help of various softwares.
- Assisted various teams in designing presentations with help of animations.

Powerpoint Specialist
Digital People, Bremen, ME
March 2003 – April 2006

- Prepared PowerPoint presentations for entire organizations and its various departments.
 - Developed and edited various power point presentations.
 - Monitored client requirements and prepared layout and design accordingly.
 - Designed creative pitches and increased efficiency for all.
 - Maintained a team for freelancers for producing quality work.
 - Provided technical support to database management team.
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Education:

Bachelor's Degree in Information Technology
Imperial Valley College, Imperial, CA

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