
Presentation Specialist Resume

Job Objective

To use my skills, training and experiences to secure a position as a Presentation Specialist with a reputable company in the business.

Highlights of Qualifications:

- Admirable experience in preparing financial presentations for production units
 - Exceptional knowledge of specialized applications such as Illustrator and Photoshop
 - Thorough knowledge of Macintosh and PC platforms
 - Remarkable ability to convert files on both platforms
 - Outstanding ability to multitask and complete work within deadlines
 - Skilled to provide optimal levels of customer service
 - Excellent communication skills in both oral and written platforms
 - Proficient in working Microsoft applications
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Professional Experience:

Presentation Specialist
Time Warner, Lincoln, NE
May 2006 – Present

- Assisted in clients in preparing high quality pitch books and presentations for clients.
- Reviewed and imported if required various graphic files.
- Developed and edited multi page documents with help of templates and design sheets.
- Evaluated and proof read all projects and ensured accuracy of projects.
- Coordinated with team members on various complex projects.
- Maintained production tracking data.
- Managed all confidential information and assisted in maintaining it.
- Worked with managers and clients and completed work within deadline.

Presentation Specialist
Direct Supply, Inc, Lincoln, NE
March 2003 – April 2006

- Analyzed client requirements and goals and prepared creative presentations to achieve same.
 - Coordinated with creative directors and developed PowerPoint templates according to guidelines and templates.
 - Prepared business templates for clients and participated in all design rehearsals.
 - Performed image searches as required for presentations.
 - Participated in all weekly status meetings.
 - Evaluated presentations and developed solutions for competitor advantage.
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Education:

Associate Degree in Multimedia
Lawson State Community College, Birmingham, AL

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