
Web Content Manager Resume

Job Objective

Searching for work as Web Content Manager with a company seeking a hard working employee.

Highlights of Qualifications:

- Admirable experience in managing content migration and developing oracle applications and tools
 - Deep knowledge of content management applications, Content Management System
 - Outstanding knowledge web user interface and its concepts
 - Immense ability to adapt to changing environment and made decisions
 - Ability to manage project life cycle effectively
 - Exceptional skills in web design and prepared strategies
 - Skilled to perform SEO and metadata research
 - Familiarity in Google analytics and omniture
 - Strong writing, editing skills and communication skills
 - Proficient in image editing tools
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Professional Experience:

Web Content Manager
JCPenney, Inc, Elkins, WV
October 2008 – Present

- Administered in development of various online marketing initiatives.
- Managed online content, performed editing and proofread all content.
- Coordinated with marketing departments and developed master calendar for content in a year.
- Analyzed website and recommended various testing programs for content.
- Developed and maintained content for website.
- Assisted with design and marketing teams and developed site content.
- Prepared reports to be presented to various senior managers and clients.
- Provided technical support to IT support staff.

Web Content Specialist
CIGNA, Elkins, WV
August 2003 – September 2008

- Coordinated with project sponsors and managing editors and developed project scope and managed content accordingly.
- Developed content matrix and prepared various metadata values for content.
- Designed content for website, evaluated content and edited it as required.
- Ensured compliance to all editorial style while preparing content for websites.
- Performed troubleshoot on content and performed tests on same.
- Scheduled timeline and maintained status reports for completion of content.

Web Content Developer
Invesco, Elkins, WV
May 1998 – July 2003

- Coordinated with eTechnology process and developed website grids and updated process as necessary.
 - Developed Adobe Acrobat documents and maintained all fill in forms.
 - Analyzed web practices and researched various technologies for various interface designs.
 - Documented all process and ensured efficient working of content process.
 - Worked with web content developer and supervised working of large projects.
 - Assisted other departments and managed all content requests.
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Education:

Master's Degree in Journalism & Mass Communication
Southeast Missouri State University, Cape Girardeau, MO

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