
Website Content Manager Resume

Job Objective

Would like to be considered for Website Content Manager at your company where I can be of service to those employees who would be on my team.

Highlights of Qualifications:

- Experience in developing website content and managing content management systems
 - Exceptional knowledge of web languages such as HTML and XML
 - Deep knowledge of SEO and content writing
 - Remarkable ability to manage a multiple projects and complete work according to deadlines
 - Outstanding ability to develop content for website
 - Proficient with Adobe Photoshop, XML, Javascript, .NET, jQuery and Flash
 - Working knowledge of popular content management systems
 - Good understanding of search engine optimization best practices
 - Excellent skills to perform troubleshoot on web issues
 - Ability to rewrite and edit content
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Professional Experience:

Website Content Manager

Dominion Enterprises, Sunman, IN

October 2008 – Present

- Coordinated with various teams and developed web projects.
- Developed and maintained a master calendar for editorial and marketing work for website.
- Designed standards for various web publishing techniques and developed content.
- Performed site audits and ensured compliance to guidelines.
- Provided technical support to local content managers.
- Trained subordinates on various content management guidelines.
- Maintained knowledge on all upcoming website technologies and blogs.
- Documented all website changes and improvements on site.

Website Content Specialist

Creative Solutions Services, Sunman, IN

August 2003 – September 2008

- Developed and edited content for websites for various events and news.
- Managed content management system and uploaded content on it on a regular basis.
- Coordinated with staff members and obtained content for websites.
- Designed and modified graphic software for site.
- Analyzed various website metrics and prepared report son same.
- Maintained social networking sites such as Twitter and Facebook.

Website Content Coordinator

BayCare, Sunman, IN

May 1998 – July 2003

- Coordinated with website stakeholders and updated site as per requirement.
 - Organized incoming content and catalogued data for website users.
 - Analyzed content summarized it and documented results for website users.
 - Provided technical support to clients and users.
 - Managed metadata files on various content management systems.
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Education:

Bachelor's Degree in Journalism

Carl Sandburg College, Galesburg, IL

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