



Ethan Harper

Digital Production Assistant

Tech-savvy digital production assistant with a passion for online media

Seven years of experience supporting digital production teams. Adept at managing content workflows, editing video, and optimizing digital assets for online platforms.

CONTACT



(123) 456-7890



email@example.com



LinkedIn | Portfolio



City, ST

KEY SKILLS

- CMS management (WordPress, Drupal)
- Content scheduling
- Digital asset optimization
- SEO implementation
- Video editing (Adobe Premiere)

PROFESSIONAL EXPERIENCE

Digital Production Assistant | Web Innovations Agency, Chicago, IL
January 2019 - Present

- Managed content uploads and schedules for a website with 500,000 monthly visitors, improving workflow efficiency by 20%
- Edited and optimized video content for social media, increasing engagement by 35%
- Coordinated between creative and technical teams to resolve content delivery issues

Junior Web Producer | MediaTech Solutions, Chicago, IL
July 2017 - December 2017

- Helped publish digital content for clients across diverse industries
- Conducted QA checks for website updates, ensuring consistent branding and functionality
- Created weekly analytics reports using Google Analytics to track campaign performance

EDUCATION

Bachelor of Science in Digital Media
DePaul University, Chicago, IL