

Camille LaRay Smith

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OBJECTIVE

Unconventional storyteller with over 10 years of experience in journalism, editing, content management, and graphic design; ready to bring my skills and experiences to a team of like-minded creatives.

COMPUTER SKILLS



EDUCATION

ILLINOIS MEDIA SCHOOL • RADIO & TV PRODUCTION • 2012 – 2013
Certificate in radio and television production with newswriting, audio engineering, and video editing as concentrations.

ALVERNO COLLEGE • COMMUNICATION • 2001 – 2003
Bachelor of Arts in Professional Communication.

CONTENT MANAGMENT

DEVRY UNIVERSITY • CONTRACT • DEC 2018 - MARCH 2019

- Migrate website content using Adobe Experience Manager
- Correct links and fix formatting issues
- Add and edit images

HYATT CORPORATION • CONTRACT • AUG 2018 – OCT 2018

- Migrated website content using Adobe Experience Manager
- Enhanced meta data
- Edited & proofread copy

FREELANCE • 2012 – 2019

- WordPress
- SharePoint

WORK HISTORY

BMO Capital Markets

Quality Control Coordinator

August 2015 – June 2018

- Sole DTP proofreader in Chicago
- Designed and edited 200+ presentations
- Co-wrote 2017 Global Brand Standards Guide

Taylor Farms

Front Office Admin

May 2013 – February 2014

- Processed AP/AR invoices
- Designed company newsletter for print and Intranet
- Managed vendor activities, meetings, & invoices

HMH Publishing

Project Manager/QA Specialist

March 2014 – June 2015

- Proofread and edited correlation requests
- Designed cover images using InDesign
- Key producer of paperless data migration

Ernst & Young LLP

Document Specialist

August 2011 – May 2013

- Copyedited client deliverables
- Proofread financial statements
- Averaged 10 projects per week

ADDITIONAL SKILLS

Writer/Editor

- Pitch editorials and features
- Interview subjects
- Edit copy, videos, and images

Design

- Web Design using WordPress
- Graphic and logo design using Adobe Photoshop & Illustrator

Photography

- Shot and edited photos
- Shot and edited videos
- DSLR + 35mm experience