
Mark S. Smith

Creative Professional

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Statement

I strive to be the ultimate creative business professional who provides excellent customer service, thrives in dynamic team environments, has a keen eye for detail and achieves quality results. My goal is to be the go to guy for technical jobs that consistently delivers and exceeds expectations.

Skills

Soft Skills	Hard Skills	Technical Skills
Problem Solving Adaptability Creativity Decision Making	Project Management Leadership Motivation Patience	UX, HTML5, CSS, JS, SEO, SEM Content Management Systems
Excellent Communication: Written, Verbal & Visual Active Listening	Data Analysis: Collection Analysis Recommendation	Adobe Creative Cloud Adobe Photoshop Adobe Acrobat XI Pro Adobe Premier
Teamwork Leadership Collaboration Planning & Organizing	Teaching Direction Coordination Critical Thinking Conflict Resolution	G Suite LucidChart Microsoft Office 365, Windows 10, iOS Photography
Self Starter Time Management	Accounting Budgeting Reconciliation Substantiation	Audio & Sound Ableton Live 9 Audacity Pro Tools

EXPERIENCE

Project PAVE, Denver, CO - Executive Administrative Assistant

March 2016 - PRESENT

- Administrative support for Executive Director
- Technical support for Programs, Marketing, Finance and Development
- Technology Management

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- Project Management

Oddbeat Ink, Edgewater, CO - *Owner, CEO*

December 2013 - PRESENT

- Website Development (UX Design, HTML5, SaaS Content Management)
- Digital Marketing (SEO, PPC, Social Media Marketing, Content Marketing, Affiliate Marketing, Influencer Marketing)
- G Suite Administrator (Domain, Mail, Drive, Vault)
- Web Application Support (Office 365 and Google Apps)
- Graphic Design (Logos, Banners, Brochures & Posters)
- Social Media Management
- Branding

Lonewolf Energy, Billings, MT - *Denver Office Manager/Project Lead*

November 2010 - November 2015

- Project Management (Due Diligence, Curative, Title, Leasehold, Leasing & Mapping)
- Facilities Management
- Client & Internal Project Reporting
- CEO, CFO & VP Administrative support

EDUCATION

Google University (Adword Partner), Online

November 2015 - Present

Currently working towards becoming a Google Partner.

General Assembly, Denver CO

January 2017 - Present

Focus: UX Design, Coding: CSS, HTML5 & JavaScript, Digital Marketing, Data Analytics

Northwest State Community College, Archbold, OH

August 2007 - 2008

Focus: Literature

Albion College, Albion, MI

August 2004 - 2005

Focus: Information Systems

Activities: Collegiate Basketball, Delta Tau Delta, BSA

Committee Membership

Project PAVE, Denver CO

Compensation & Benefits Committee

2017 Transformation Luncheon Committee

Marketing & Development Committee

Volunteer Work

Habitat for Humanity - Construction & Labor

Volunteers of America - Soup Kitchen

The Woodlands Food Pantry - Food Bank

Personal

Backpacking, Yoga, Healthy Lifestyle, Gardening, Singer-songwriter, Musician, Writer, Producer, Social Justice & Sustainability.