

ANTHONY CLEMENTE

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CONTENT MANAGEMENT >> GRAPHIC DESIGN >> SOCIAL MEDIA

PROFILE SUMMARY

Digital and Print Presentation Specialist

Communications professional skilled in print and digital content creation, graphic design, social media and editing. More than a decade of experience in a range of presentation methods, including written and visual communications targeting internal and external audiences. Multi-tasker able to thrive both in collaborative and independent settings. Responsive and organized self-starter with strong attention to detail and brand standards.



SKILLS

Strong proficiency in graphic design and office software, as well as Web-based programs, including:

- Adobe InDesign
- Adobe Photoshop
- Constant Contact
- HTML
- Microsoft Office Suite
- Saxotech
- Wordpress

EDUCATION

Bowling Green State University

Bowling Green, OH
Bachelor of Science, Journalism,
May 2004

VOLUNTEER

Northwest Area Realty Association

Upper Arlington, OH
Webmaster,
Jan. 2016-present

PROFESSIONAL EXPERIENCE

Communications Associate

The Arlington Bank, Columbus, OH

July 2015-present

- Print ad design - Created newspaper ads for a series of banking specials, driving deposit growth and maintaining compliance with federal banking regulations.
- Internal communications - Compiled employee newsletters, including writing, graphic design and photography.
- Digital content creation - Writing and editing content on bank website, www.arlingtonbank.com.
- Social media management - Primary administrator of bank's Facebook presence as well as monitoring other social media channels.

Newspaper Producer

Journal Media Group, Corpus Christi, TX

June 2014-June 2015

- Page design - Producing daily newspaper pages under deadline pressure for publications in Texas, California and Washington state.
- Copy editing - Responsible for ensuring accuracy, clarity and adherence to AP Stylebook.
- Wire editing - Compiled daily national and world reports from wire services including The Associated Press and Tribune News Service.

Customer Service Representative

The Arlington Bank, Columbus, OH

June 2012-June 2014

- Customer service - Focused on one-on-one customer experience, including learning customers' names, problem-solving and representing the bank at neighborhood events. Winner of Extra Mile Award for service and teamwork.
- Sales - Used suggestive selling techniques to promote consumer financial products.
- Teller - Processed transactions, balanced cash drawer, opened accounts.

News Editor

The Journal Gazette, Fort Wayne, IN

September 2004-September 2011

- Newsroom leader - Co-managed department of 15 copy editors.
- Front-page editor - Responsible for making content decisions on deadline for flagship product, the 102,000-circulation Sunday newspaper. Entrusted with breaking news decisions for print editions.
- Writer - Produced original content for newspaper and blogs.