

Andrew D. Allen

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10/21 to Present - Media Content Specialist

Arizona Department of Gaming - Phoenix, AZ

- Assist the communications team and PIO with planning and managing social media
- Create and maintain digital content for internal and external use
- Implement content strategies to showcase the success of the Department

06/20 to Present

Freelance Multimedia Specialist

- Design boxes and products for subscription baking service
- Create designs for a variety of baking recipes and information cards
- Manage customer database and update new products on Wix website
- Create logos, stickers, content and media assets for clients
- Created and designed my own clothing website

10/17 to 05/20 - Station Manager

Yo Radio - Edwardsville, IL

- Designed station cover art and managed social media content calendar through Hootsuite
- Managed and curated music, radio shows and podcasts for 70 online radio stations
- Created media and application assets to improve user experience
- Communicated with clients to create a customized station and WordPress website
- Collaborated with team members to solve streaming issues through Zoom and Slack channels
- Created instructional videos for clients outlining the processes of recording and editing audio
- Troubleshoot and implemented new application updates to improve app functionality
- Engaged with app users and station owners to successfully deliver a product that meets their needs
- Shot video and streamed audio for live events and for promotion on social media channels

01/17 to 05/20 - Production Engineer

Lineup Media Group - Edwardsville, IL

- Recorded and edited podcasts to be distributed on Apple Podcasts, Google Play and Spotify
- Designed and updated WordPress websites for clients while following branding standards
- Created positive client experience throughout the production process
- Researched show topics, produced scripts and implemented recording schedules
- Sourced and edited images for blog and social media posting
- Shot and edited videos for internal and external publication
- Design communication material for internal and external use

Skills

- Adobe Creative Cloud, MS Office Suite, Google Suite, Wordpress, Wix, Shopify, Hootsuite
- Photo editing, video editing, audio editing, social media management, content creation

December 2016 - Bachelor of Science in Mass Communications

Southern Illinois University Edwardsville - Edwardsville, IL

- Concentration in Video and Audio Production