

Robert Neill Carter

Community Manager, Graphic Designer, Communication Specialist

Creative and collaborative professional with high attention to detail focused on strengthening relationships between organizations and their audience. Most recently worked as Director of Communication & Office Manager at a non-profit in Austin, Texas. Seeking employment at an innovative and growing organization.

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Skills & Proficiencies

Creative Project Management, Community Engagement, Graphic Design, Administrative Support, Transparent Collaboration, Microsoft Office (Word, Outlook, Excel, Publisher, Powerpoint), Adobe Creative Suite (InDesign, Photoshop, Illustrator), WordPress, Employee Supervision, Conflict Resolution, Customer Service, Online Research & Troubleshooting

Experience

Director of Communication & Office Manager (2015 - 2018)

Previously the Director of Communication (2013 - 2015) and Communication Secretary (2011 - 2013)

University Baptist Church, Austin, Texas

- Coordinated, designed, and published weekly literature such as Sunday bulletins and pamphlets using Adobe InDesign, Photoshop, and Illustrator
- Designed and printed promotional materials including website banners, social media graphics, postcards, flyers, outdoor signs, t-shirts, pens, and more
- Maintained the church website including posting news, podcasts, and events using WordPress with some HTML and CSS
- Managed social media presence including posting and promoting news and monitoring comments
- Served as the first point of contact for all visitors including answering a multi-line phone system and greeting and directing visitors in person
- Researched, designed, wrote, and published newsletters and other email marketing using Constant Contact
- Refined and optimized weekly publication workflow, reducing costs and increasing productivity
- Maintained monthly church calendar and weekly schedules
- Managed commercial parking garage including processing contracts, advertising, and supervising maintenance
- Supervised support staff to ensure smooth day-to-day facility operations
- Developed the workflow to produce digital content for big-screen monitors used during weekly services

Communication Officer (2011 - 2013)

University United Methodist Church, Austin, Texas

- Maintained website including posting news using Drupal CMS and designing graphics using Adobe Photoshop
- Designed the Sunday bulletins, posters, flyers, postcards, and other advertisements using Adobe InDesign and Photoshop
- Wrote and published the weekly newsletter using iContact

Media Consultant (2008 - 2011)

Robert Carter Consulting, Austin, Texas

- Evaluated and analyzed advertising media for local businesses
- Developed and implemented improved media strategies
- Designed brochures, newspaper ads, and billboards using Adobe Photoshop
- Maintained websites by adding and streamlining content

Education

B.A. in Electronic Media & Communication (May 2008)

Texas Tech University, Lubbock, Texas

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robertneillcarter.com

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