

Robert Kemp

Professional Summary

Driven and endlessly curious journalist with core strengths in multimedia storytelling, audio/visual production, and writing. Adaptable self-starter, ready to embrace and master the latest technologies necessary for modern storytelling.

Professional Experience

Administrative Assistant **Mozilla Corporation, Remote (NY)** **May 2023 - February 2024**

- Distilled the strategy and direction of executives into concise written messages and distributed across teams via slack, email, slide decks and presentations.
- Managed executives' time conscientiously and strategically through calendar prioritization.
- Planned meetings, took notes, and managed recording archives.
- Shepherded contracts through the procurement process, cross-functionally with legal and finance.
- Managed all expenses, equipment requisition requests, and travel planning for three executives.

Department Assistant **Etsy, NY** **October 2021 - May 2023**

- Drafted communications including slack messages, e-mails, reports, slide decks, agendas, and notes.
- Managed Executives' calendars meticulously and thoughtfully, coordinating all meetings and calls.
- Ushered vendor contracts through the procurement process from negotiation to payment.
- Managed all travel and expenses, coordinating intricate international itineraries.

Administrative Assistant **Random House Children's Books, NY** **January 2020 - October 2021**

- Compiled meeting agendas and notes, handled calls, and kept track of project due dates.
- Crafted daily publicity newsletter.
- Acted as a professional and responsive liaison between authors, agents, and other departments, including Production, Editorial, Marketing, and Publicity.
- Analyzed customer insights, consumer trends, market analysis on social media and virtual events to determine marketing best practices to build successful strategies.
- Created and manage digital assets for online retailers.

Freelance Video Journalist **Westword Denver, Denver, CO** **January 2017 - January 2018**

- Produced and delivered video documentaries from "soup to nuts" as a one man band.
- Curated and pitched articles and short documentaries according to magazine voice and brand.
- Conceptualized story, theme and visual style for documentaries.
- Conducted research and arranged interviews in preproduction.
- Formulated and outlined shooting schedule.
- Conducted interviews, operated camera, lighting and audio equipment on location.
- Organized assets and edited footage and audio.
- Delivered finished product after implementing editorial feedback.

Freelance News Reporter **MetroWest Newspapers, Denver, CO** **May 2016 - July 2016**

- Researched and pitched fresh news and feature stories for publication.
- Interviewed subjects and fact-checked sources.
- Photographed and coordinated words and images to flow together seamlessly.
- Found fresh human angles to dry business stories.

American Football Coach **Great Stone Gridiron, Shenzhen, China** **February 2018 - February 2019**

- Organized and led the founding of a youth football team in Southern China.
- Taught Chinese children to love the English language, competition and American Football.

Contact Info

Phone
(646)685-9189

Email
RobertManningKemp@gmail.com

Education

Bachelor of Arts in
Multimedia
Journalism, May
2016

Metropolitan State
University
Denver, CO

Skills

- Audition
- Premiere Pro
- After Effects
- G Suite
- Writing
- Research
- Videography
- Photography

Highlights

Video Documentaries

- Produced eight video documentaries about blind judo, wrestling academies, mobile movie theaters, and a variety of other topics.

Awards

- Winner of the Society of Professional Journalists Mark of Excellence Award in Sports Column Writing

Student

- Served as Assistant Sports Editor of the Metropolitan State University of Denver student newspaper.