


Nicholas Moore

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Experience

Web Communication/Creative Services Manager

University of South Carolina College of Social Work

May 2023 - Present (1 month)

This position is to serve as the Web Communications/Creative Services Manager for the College of Social Work. Under general supervision, this position is responsible for producing video, audio, digital and print media; communications and creative services; videography; photography; web services.

Site Manager/Media Resources Specialist II

University of South Carolina

Jun 2022 - Present (1 year)

-Web editor for the College of Social Work. Creates image galleries, call outs as web content, news articles and a profile page.

-Upload images, Image gallery call outs, update dynamic news list, faculty/staff profile page, and General page edits.

- Create new pages and optimizes the DCI (digital Certainty Index) to enhance accessibility, usability, and credibility

-Optimized the SEO and Quality Assurance by using the web tool Siteimprove

Apple Campus Representative

University of South Carolina

Aug 2021 - Jun 2022 (11 months)

•Learned how to use the system for sales and inventory- Netsuite.

•Created a system for taking inventory that reduced the amount of time it took from 2 hours down to 1 consistently.

•Created music playlist and found video to play in the store to create the atmosphere of the store.

•Optimized the orders excel sheet to make it easier to follow and read.

Intramural sports

University of South Carolina

Dec 2020 - Jun 2022 (1 year 7 months)

•Was a part of the Leader-in-training program; learned how to do the job and how to be a leader.

•Adult first aid training certificate with Red Cross

•Officiated Football, Basketball, Soccer, Ultimate Frisbee, Cornhole, Volleyball, Sand Volleyball, Spikeball, and Dodgeball.

•Was trained in OU Campus to be able to edit the sports programs page.

•Worked club events with over 100 people to manage both players and fans.

Stagehand

Colonial Life Arena

Sep 2019 - Sep 2020 (1 year 1 month)

- Worked with the crew and production team to put the sets together/ break them down.
- Offloaded set equipment from the trucks.
- Worked with lighting crew, stage crew, and backstage crew within one shift and had to multitask most times.

Education



University of South Carolina

Bachelor of Science - BS, Retail Management

2018 - 2022

Licenses & Certifications



Adult First Aid/CPR/AED - American Red Cross Training Services

Issued Jan 2021 - Expires Jan 2023

00HCTL3



Business communication - Google Digital Garage



The Fundamentals of Digital Marketing - Google Digital Garage

SHA FMU CPY



Inbound - HubSpot Academy

Issued Sep 2021 - Expires Oct 2023

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Preventing harassment and discrimination: Non-supervisors with title IX/Clery Module - EVERFI



disney's approach to quality service - International Accreditors for Continuing Education & Training (IACET)

21-2PEPR



Landscape Photography - Equipment Basics, Focusing and Filters - Alison

3982-17105812



Customer Services - Alison

3036-17105812



Social Media Strategy for Small Businesses - Alison

933-17105812



How to Create Your First Website - Alison

241-17105812



Self-Portraiture and Street Style Photoshoot - Alison

3875-17105812



Keyhole Social Listening Certification (USC) - Keyhole

Skills

Graphic Design • Web Design • Search Engine Optimization (SEO) • Adobe Creative Suite • Adobe InDesign • Adobe Photoshop • Social Media • Automated External Defibrillator (AED) • Inventory Management

Honors & Awards



Keyhole Social Listening Certification (USC) - USC Keyhole affiliate

Dec 2019

Know how to build a social listening strategy.

Know how to become a Twitter, Instagram, Facebook and YouTube marketing expert for any brand.

Understand what role social listening plays in Social Media Marketing and business as a whole.