



Carmen Benzine

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Instagram - [pmpkn.patch](https://www.instagram.com/pmpkn.patch)
[pmpknpatch.com](https://www.pmpknpatch.com)

Please visit my [LinkedIn](#)
for more information

Skills



Google Ads

Experience

Salem Media Group - Production Administrator

Feb 2018-Present

- > Screen manuscripts and submit into production for typesetting and cover design
- > Edit manuscripts for production prep
- > Upload completed files to printer after inspecting for quality control
- > Upload ebooks to Amazon, Barnes & Noble and iTunes
- > Assign and upload press releases
- > File copyright applications and LCCNs
- > Proofread and edit seasonal catalogs
- > Write short ad copy for authors as needed for marketing
- > Create social media profiles for authors (Facebook, Twitter, Goodreads, Instagram)
- > Create ad campaigns for authors (Facebook, Instagram & Goodreads)
- > Work with customer service to ensure rushes are handled and information is accurate
- > Create training documents for new hires and refresher sessions

GPP - Custom Purchasing Coordinator

Jul 2015- Feb 2018

- > Collaborated with the Graphic Designer using customer information to create art proofs for custom promotional products
- > Proofread created art and orders for spelling, grammar, layout, and color
- > Prioritized workload and meet deadlines daily while working in a fast-paced environment
- > Created videos for product installation and use
- > Ran weekly reports and daily queries for data maintenance
- > Handled orders with manufacturers regarding pricing, art limitations, and production times
- > Created training documents for new hires and refresher sessions

Education

University of Central Florida

2018-Present

Bachelors in Communication, Minor in Design

Florida State College at Jacksonville

2011-2013

AA in Business