

Aimee Wilson

918-304-4761 • aimeew0302@gmail.com • Glenpool, OK 74033

Summary

Detail-driven content & operations specialist with 12 years at Spectrio building Excel/Google Sheets workflows, QA'ing deliverables, and coordinating cross-team projects. Fast learner on new platforms; skilled in web research, documentation, and tight deadlines with limited supervision.

Core Skills

Excel • Google Sheets • Quality Assurance • Web Research • Deadline & Time Management • Independent/Remote Work • Cross-functional Collaboration (SMEs & Design) • Project Coordination • Problem Solving • Documentation • Adobe Photoshop • Illustrator • InDesign

Experience

Spectrio — Tampa, FL (Remote since 2021)

Graphic & Motion Designer · Jan 2014 – Nov 2025

- Built and maintained project trackers, intake logs, and QA checklists in Excel/Google Sheets, keeping content pipelines organized and on-time.
- QA-reviewed teammate deliverables for accuracy, formatting, and brand/spec consistency; documented fixes to cut rework.
- Balanced workload across a multi-project queue using established project management workflows, aligning tasks to due dates/SLAs.
- Ran targeted web research and gathered references from client CMS and briefs; created lightweight reference databases to speed execution.
- Partnered cross-functionally with writers, SMEs, and design (Adobe Photoshop/Illustrator/InDesign; motion tools) to incorporate feedback and deliver clean, on-spec assets.
- Troubleshoot routine technical issues (permissions, file links, formulas/exports); wrote short SOPs to unblock others.
- Juggled daily/weekly deadlines across concurrent projects; communicated status and risks early to stakeholders.
- Edited basic HTML/CSS (links, lists, headings) when needed; comfortable learning new authoring syntax quickly.

Education

Oklahoma State University | Institute of Technology | Okmulgee, OK | Associate's degree in Multimedia Post-Production, 2012