

**PROFESSIONAL EXPERIENCE:**

**Student Station Manager / Air Talent**

20xx – Present

*WFCF, Flagler College Radio – St. Augustine, FL*

- Scheduling and coordinating over 50 student and volunteer air talent
- Equipment selection and research
- Creation of underwriting announcements, promotional material and station imaging elements
- Oversight of all station happenings (including meetings, events and promotions)
- Host two weekly air shifts (weekday morning and weekend night) and fill-in hosting when needed

**Producer / Consultant**

20xx

*Independent Contractor*

- Create concept and implement podcast program for the Museum of Discovery and Science
- Write, record, produce and narrate audio tours for new and existing exhibits, as well as creation of promotional clips for IMAX films and exhibit sponsors

**Producer – “Outside the Wire”**

20xx

*Intel Radio Network – St. Augustine, FL*

- Board operation, fill-in host and regular interactive participation during live on-air broadcast
- Show preparation (including checking and editing commercial and PSA logs, preparing news clips and audio sound-bites for use, researching news stories and current events, contacting and pre-interviewing show guests, and connecting and coordinating with syndicator)
- Nightly recording and archiving of show segments, editing segments for guest archives
- Creation of promotional and advertising spots, intro, outro and re-joiner music production

**Visitor Services Manager / IMAX Projectionist**

20xx - 20xx

*Museum of Discovery & Science and AutoNation IMAX Theater – Ft. Lauderdale, FL*

- Oversee staff and daily operations of Museum front desk and IMAX Theater, create weekly schedule for over 70 staff, management and volunteers
- Development and maintenance of Standard Operating Procedure manual
- Participate in cross-departmental committees and projects, e.g. Project Management Teams for exhibit and film openings; participate in both on and off-site promotions and marketing events
- Operation and routine maintenance of IMAX projection equipment

**Technical Recruiter**

20xx - 20xx

*TEKsystems, Inc. – Ft. Lauderdale, FL*

- Communicate with technical professionals regarding interests for employment
- Work with account managers and clients to determine staffing needs
- Attend trade shows, user group meetings and other events to market TEKsystems and network with technical professionals

**INDUSTRY SKILLS:**

Adobe: Acrobat, Audition, Dreamweaver, Illustrator, InDesign, Photoshop; Apple: Final Cut Pro, Logic Pro, Soundtrack Pro; Image Line: F.L. Studio; IMAX: GT Projector, Mark 2 and QTRU Feed Units, AE-1 and DDP2 Sound Controllers; Magix: Music Maker, Music Studio; Propellerheads: Reason; Sony: Sound Forge, Acid

**EDUCATION:**

Bachelor of Arts in Journalism and Media Production

May 20xx

Music Minor

Flagler College – St. Augustine, FL

