

CHELCEY LEAHMAN

5454 Braesvalley N-262, Houston Texas 77096

Ceelee601@gmail.com · <https://chelleahmansmasteryblog.wordpress.com> ·

To whom it may concern,

My name is Chelcey Leahman I am a graduate of Alcorn State University with a Degree in Mass Communications with a concentration in Broadcast. I am also pursuing my Masters Of Sciences in Entertainment Business. I am committed to being a team player, in addition I partake in leadership roles. I have exemplary communication skills and the ability to multitask multiple projects simultaneously. I have worked independently under the supervision of a Family Services Director. In this role I worked with diverse families with education, medical, and financial concerns as a volunteers . I have also managed other volunteers.

SKILLS

- Journalistic Interviewing Skills
- News Writing and Reporting Skills
- Screen Writing Skills
- Data Entry
- Adobe Premiere, InDesign, Keynote, Photoshop
- Microsoft Word,
- Microsoft PowerPoint
- Microsoft Excel
- Social Media Management
- Public Speaking
- Radio Personality
- Video Editing Skills
- Social Media Management
- Leadership Skills
- Interview Skills
- Human Resources
- Affiliate Marketing
- Public Relations

EXPERIENCE

JANUARY 14,2020

S4 COMMUNICATIONS –

Sales Acquisitons Specialist, Call Center Representative, Customer Engagement, Computer literacy in word processing, database management, and page layout.

SEPTEMBER 1, 2019- DECEMBER 31,2019

PERSONAL ASSISTANT, WEBSITE MANAGER, SOCIAL MEDIA MANAGER FOR STEELE MEDIA DEMONSTRATED SKILLS, KNOWLEDGE, AND EXPERIENCE IN THE DESIGN AND EXECUTION OF MARKETING (INCLUDING SOCIAL MEDIA), COMMUNICATIONS, AND PUBLIC RELATIONS ACTIVITIES.

JULY 4-7, 2019

FIELD MANAGER

ESSENCE FESTIVAL-

(AT&T DREAM IN BLACK EXPIERENCE): SHIFT LEADER, ASSIGNED ROLES TO

EMPLOYEES, PROJECT COORDINATION WITH CLIENTS, MANAGEMENT, STRONG CREATIVE, STRATEGIC, ANALYTICAL, ORGANIZATIONAL, AND PERSONAL SALES SKILLS.

MAY 13,2019- SEPTEMBER 10, 2019

ASSISTANT STAFFING COORDINATOR/ OFFICE ASSISTANT

Payroll, Invoicing, Audits, Answering phones and assisting Consumers via phone, data entry , Experience overseeing the design and production of print materials and publications. Computer literacy in word processing, database management, and page layout.

FEBRUARY 1- MAY 1, 2019

AUDIO ENGINEER/ RADIO PERSONALITY, WPRL 91.7 FM

WPRL 91.7 FM, Disc jockey, Promotion of events, services, and advertisements , Public Service Announcements, Training students for post graduation experiences in radio, Audience interaction , successful experience writing press releases, developing presentations, and negotiating with media.

JULY 5 – JULY 8

BRAND AMBASSADOR/ HOST, ACE HIGH MARKETING (AT&T)

Essence Music Festival - Outgoing, engaging, highly energetic, friendly ambassador who interacted with the crowd, Interaction with A- List Celebrities and Talent

Midnight Mix (McDonald's)

Controlled the crowd and kept the audience engaged and entertained before A-List talent prepared to take the stage.

Inputted time of all workers in order for payment of workers.

JUNE 21 – JUNE 23

BRAND AMBASSADOR/ HOST, ACE HIGH MARKETING (AT&T)

AHS BET Experience - Team lead and outgoing, engaging, highly energetic, friendly ambassador who interacted with the crowd

Controlled the crowd and kept the audience engaged and entertained before A-List talent prepared to take the stage.

Data Entry

JUNE 20,2018

STUDENT ASSOCIATE

PBS Promotion: North Bay Public Media

KCBR 91.1 Adult Album Alternative Radio Station

- Experience overseeing the design and production of print materials and publications.
- Computer literacy in word processing, database management, and page layout.
- Social Media Marketing

JANUARY 6 - APRIL 24, 2018

RADIO PERSONALITY

WPRL 91.7 FM

October 28, 2017

BRAND AMBASSADOR/HOST

Black College Expo (Houston, TX): Public Speaking

June 30- July 2, 2017

BRAND AMBASSADOR

Essence Music Festival (At&T) Public Speaking

July 1-3, 2016

BRAND AMBASSADOR

Essence Music Festival (Coke) Public Speaking

EDUCATION

MAY 2019

BACHELOR OF ARTS IN BROADCAST JOURNALISM, ALCORN STATE UNIVERSITY

Relevant Course Work: Computer Applications I, Basic Copy Editing, Basic Video Editing, Broadcast News Writing & Reporting, Television Production, Radio Production Lab, Advanced Television Production, Workshop, Internship

Expected Graduation Date November 2020

Master of Sciences in Entertainment Business, Full Sail University

Relevant Coursework: Personal Development & Leadership, Project Management, Executive Leadership, Brand Story Telling , Business Finance

December 2017

Associates of Arts, Copenhaver- Lincoln Community College

RELEVANT COURSEWORK: AFRICAN AMERICAN LITERATURE, SOCIOLOGY , PSYCHOLOGY , LEADERSHIP 1

AWARDS

- Alcorn State University Sports Information Intern
- Alcorn State University Dogus 30 Student Reporter
- Alcorn State University Mass Communications Photographer
- Student Associate KCBR Radio and Television Station in accordance with North Bay Public Media, Playing Adult Album Alternative. (PBS & National Public Radio)
- Best Radio Personality of the Year Award 2018