

191 WILLA CIRCLE • OZARK, AL 36360
PHONE 334.701.0302 •

YOLANDA EVERETT

QUALIFICATIONS

I am successful, honest, educated, well groomed, and organized. Excellent verbal, strong writing and presentation skills, detail oriented, great work ethics and a team player. Computer skills include: word, windows, power point, and excel.

EDUCATION

Troy State University, Troy, AL

- **Bachelors of Science Degree in Journalism**

EXPERIENCE

- 09/10- 4/13 **Midland City Senior Center Director, Midland City, AL**
 - Maintain, oversee and assist with all operations of the Center including and not limited to: Recruitment and supervision of staff. Maintain and complete daily and monthly records and reports. Complete monthly activity logs, records of outreach services and site supply inventories. Prepare periodic reports in accordance with the established procedures. Adheres to the provision of services to clients as described under the state and county agreement. Prepare bank deposits, schedules external deliveries with van driver and drive van and delivered meals when needed.
- **Donor Recruitment Representative, Montgomery, Al**
 - Planned and implemented effective strategies to recruit and retain donor groups who sponsored collection operations, achieved established blood collection goals, and ensured sufficient numbers of specialized donors to meet program needs. Developed potential group leads. Educated donor group chairmen in organizations. Provided ongoing support to donor groups and implemented appropriate special donor recruitment programs.
- **Publicity Specialist, DMWR, Fort Rucker, AL**
 - Responsible for marketing directing and coordinating all projects under the Marketing Branch and over seeing the work of a graphic designer and marketing clerk. Formulates and instructs employees and activities as to their role in each project. Maintains role as the representative for DMWR Marketing. I must attend, facilitate and participate in all Marketing and Advertising related meeting, form and projects. All of this is done in order to assist the business that make up DMWR, which include, but are not limited to bowling alley, an award-winning golf course, restaurants, and a top equestrian center.
- **Promotions and Public Affairs Director, WDHN-TV, Dothan, AL**
 - Responsible for promoting the station image, program and activities. Work closely with the Program Director to create on air promotions. Work with the Sale Department in securing new clients and maintaining current advertisers. Develop marketing and promotional campaign that can be sold directly to potential and existing clients. Responsible for Public Service Announcements Spots. Organized and producing Community Calendar events, and participating in community activities. Also assist the Production, News and Sales Departments by contributing creative ideas on stations development, formats and promotions.
- **On-Air Personality, Archway Broadcasting Group, Columbus, GA**

- Duties included on air afternoon personality. Perform as assigned, at various station live remotes and public relations functions, Assistant Programmer.
- **News Production Assistant, WTVY- TV Dothan, AL**
- Duties included working audio, tapes, teleprompter, and master control and master control, for the five, six and ten o'clock news cast and lading commercial log onto server.
- **Producer and On Air Personality, The Radio People Dothan, AL**
- Duties included producing the Tom and Jerry Morning Show and a part of the on-air personality team that attracted a targeted audience and to help build ratings in line with station format.
- **Information Specialist, Greater Hollywood Chamber of Commerce, Hollywood, FL**
- Duties included assisting locals and tourist with information about the city, plan and coordinate meetings, work with volunteers, assist with economic growth programs, office manger, marketing, receptionist, and membership.
- Reference: Available upon request