

Jas Short

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EXPERIENCE

IBNX Radio Network, Norcross , Ga, - *Radio Personality*

August 2019- May 2021

- Use enjoyable personality with a clear speaking voice
- Entertain the audience in any given time slot
- Identify stations, introduce or close shows, using memorized/read scripts, and/or ad-libs
- Announce musical selections, station breaks, record commercials or public service announcements
- Handles overall conversational flow of the radio show
- Locate guests to appear on shows for interviews about their lives, work, or topics of current interest
- Research related background information in order to prepare for programs or interviews
- Comment on music and other matters, such as industry related business and conditions
- Coordinate games, contests, or other on-air competitions, performing such duties as asking questions and awarding prizes
- Keep daily program logs to provide information on all elements aired during the broadcast
- Operate control consoles
- Describe or demonstrate products that viewers may purchase through specific shows or in stores
- Select program content, in conjunction with producers and assistant
- Any other duty which may be assigned from time to time

IBNX Radio Network, Norcross, Ga- **TALK SHOW PRODUCER**

August 2019- May 2021

- Gives direction to presenters, content providers, assistants, and other crew members
- Keep up to date with major developing stories with the goal of providing quick concise details of these stories on-air
- Can coach and develop others
- Undertakes key administrative responsibilities as well as assists in planning and producing live and recorded radio programs and their segments
- Researches information, obtains materials, and assists with contacting and scheduling guests
- May work the board for pre-recorded or live shows
- Proficient in Microsoft Office suite and social networking platforms

Tyler Perry Studios, Atlanta, GA - Background Actor

March 2021-April 2021

- Performed as a background extra in television and movie productions to include and Family Comedy television productions, and various other television series and movie films
- Maintained a good rapport with directors and casting services by reporting as instructed and promptly
- Prepared for productions with apparel as instructed via agency phone recording
- Required to manage scheduling of commitments with flexibility
- Performed as required independently, or in a mass group, or by allowing the use of personal vehicle

Cab Castings , Atlanta, GA - Background Actor

Feb 2021-April 2021

- Performed as a background extra in television and movie productions to include and Family Comedy television productions, and various other television series and movie films
- Maintained a good rapport with directors and casting services by reporting as instructed and promptly
- Prepared for productions with apparel as instructed via agency phone recording
- Required to manage scheduling of commitments with flexibility
- Performed as required independently, or in a mass group, or by allowing the use of personal vehicle
- Shows
- **Tyler Perry Studios**

Ruthless Season 3

A Madea Homecoming

Starz & Lionsgate

BMF Episode 1

Step up Season 3

Essential Staffing Solutions, Sandy Springs, Ga — *Client Relationship Specialist / Recruiter*

January 2019 - Sep 2020

- Coordinate interviews and contact applicants
- Craft and update job descriptions
- Prepare job offer letters
- Conduct compensation and benefits analyses for various roles
- Organize candidates' data (e.g. resumes, assignments, and contact details) in internal databases
- Design candidate experience surveys and analyze feedback
- Prepare reports on new hire metrics (e.g. time-to-fill, time-to-hire, and source of hire)
- Organize our employee referral process, including asking for referrals and managing bonus requests
- Assist with new hire onboarding (e.g. preparing the necessary paperwork and scheduling training)
- Organize events and career fairs

Staples Supply Chain, Lithia Springs, Ga — *Human Resources Intern*

June 2019 - November 2019

- Updated our internal databases with new employee information, including contact details and employment forms
- Gathered payroll data like LOAs, working hours and bank account information
- Screened resumes and application forms
- Scheduled and confirmed interviews with candidates
- Posted, updated, and removed job ads from job boards, careers pages, and social networks
- Prepared HR-related reports as needed
- Addressed employee queries about benefits i.e PTO and promotion status
- Reviewed and distributed company policies
- Participated in organizing company events

EDUCATION

Jones College, Ellisville, MS — Associate In General Studies

August 2018- May 2019

IBNX Internship Completion Certificate

Media & Entertainment ,Atlanta GA —Georgia State University

Current

Skills

- Ability to work a part-time schedule with flexible availability
- Excellent multi-tasking and attention to detail skills
- Ability to gather information for newscasts
- Manage gathered information, keeping all the facts straight, making sure details are accurate and current and tracking any changes in each circumstance
- Outgoing personality and excellent communication skills
- Ability to execute live presentations at a chroma screen to tell visual stories
- Proficiency with non-linear and digital tools to edit and post on social media and website
- Proficiency with digital platforms including social media and website
- Experienced Interviewer
- Extensive experience on camera and radio
- Broad Knowledge of local news and entertainment topics
- Modeling
- Acting
- Cosmetology
- Event Host
- Interviewing