

Executed commercial breaks for live events and network programming
Calculated and clock started break time for shows
Replaced 30 second Promos and PSAs in commercial breaks
Added and subtracted frame syncs to program segments
Dialed up sports events on the Satellite receiver

Job 1997 - May 1997 James Pendergrast Library Albany, Ga
Desk Clerk / Book Coordinator

Coordinated books by using call numbers
Maintained time management while on the job
Logged messages and incoming calls
Possessed good customer service experience

Job 1996- Feb 1997 Bob's Candies Inc. Albany, Ga
Quality Inspector

Trained and Coordinated new staff on operating machines
Kept inventory of the supply that was in the warehouse
Graded the quality of the products on the production lines

Education
May 2009 Albany State University Albany, Ga
A. Mass Communications Concentration in Electronic Media

Skills:
Proficient in Microsoft Office, Excel, Word and Outlook
Proficient with tracking, gathering and researching information
Able to plan and interview sources
Able to edit video footage and add titles with different effects
Excellent organizational and time management skills
Able to work in fast-paced environment with all levels of management,
employees and clients
