**Tera N. Thomas**

                                                      404-396-9992

 Tera76@gmail.com

Research, journalism and administrative experience in corporate, television & radio industry. Charismatic communication & marketing skills that support an effective ability to foster effective business relationships.

**Bachelor of Arts in Persuasive & Political Communication**

George Mason University, Fairfax, Virginia. Degree conferred 2006

**EXPERIENCE**

**Traffic Anchor/Producer**

**IHeartMedia**   2017-**Current Job**

- Produce & voice commercial traffic reports &advertisement spots, and provide public service messages to listeners on the radio from a variety of in-take sources; canvasses local, state and national

- Maintain crucial deadlines in order to provide traffic updates in a timely fashion within multiple cities

-prepare written content, visual images, audio material & video footage for websites, blogs or other social-media platforms.

**Entertainment Freelancer**

**A Total Package, LLC**                                                 2012- 2017

As the owner of A Total Package, I’ve influenced various networks and expanded my experience across the entertainment industry including voiceover acting, journalism, radio hosting, facilitating promotional events and strategizing via social media for new endeavors.

**Notable Projects**:

* Hosted and directed “Impact on Youth” – live and local (Richmond, Va) show on Comcast Network
* Voiceover actress for Morehouse School of Medicine/Emory Healthcare

**Consultant**

**Dragon Records Entertainment**                                         1999-2012

* Design, implement, and promote special events and business endeavors.
* Generate revenue by maintain client relations and developing future business relationships.
* Facilitate travel arrangements.
* Create and maintain budgets.
* Assist in the creation and closing of entertainment contracts.

**Administrative Assistant**

 **Emory HealthCare**                                                 2008 - 2012

* Assisted the department with daily administrative duties including but not limited to screening calls, managing calendars ,meeting arrangements & event planning.
* Provided executive support to CEO.
* Extensive software experience, word processing and project management.