

Sally Reporter

sallyreporter@hotmail.com

Maryville, Mo. • (555) 555-5555

Summary of Qualifications

- Thorough understanding of both television and radio production
- Effective team player with a focus on group goals
- Leadership experience in the management of a staff of peers for radio
- Confident and personable in communication methods for live video, radio, and in person interviews

Education

Bachelor of Science in Broadcasting, Minor in Spanish

Northwest Missouri State University (Northwest), Maryville, MO

May 2020

Cumulative GPA 3.47/4.00

Media Activities

- *Intern*, KQTV 2 (ABC), St. Joseph, MO January 2018 - Present
 - Coordinate live shoots, lead newscast, various news packages, VOs, & VOBs. Write, copy, edit photography and generate original stories.
- *News anchor, reporter and board operator*, KXCXV/KRNW (NPR), Maryville, MO August 2017 – Present
 - Organize and read news for live newscasts, report and write local news stories. Created one news feature per trimester in addition to daily beat calls. Operate a live switchboard as on-air personality for morning shift.
- *Production Assistant*, KDFW-TV 4 (FOX), Dallas, TX December 2017 - January 2018
 - Organized scripts and operated studio camera for 6 p.m. and 10 p.m. newscasts. Covered daily beat calls and operated camera for news teases.
- *Intern*, WHO-TV 13 (NBC), Des Moines, IA Summer 2017
 - Generated and edited one news package with stand-up. Wrote copy for news and operated teleprompter. Job shadowed talent, producers and photographers for 10 p.m. news.
- *News anchor*, News 8 Now, Northwest This Month KNWT, Northwest, Maryville, MO Fall 2017
 - Wrote and edited stories for News 8 Now. Completed numerous in-depth personal interviews for four-part story on “Student Volunteerism.” Co-anchored 90-minute live remote broadcast of 20XX Northwest homecoming parade.
- *Sales manager and on-air personality*, KZLX, Northwest, Maryville, MO Fall 2016 - Spring 2017
 - Managed a staff of peers and delegated weekly assignments, supervised paperwork for traffic, production and promotions departments. Communicated with community-wide clients regarding billing, production and advertising sales.
- *Production assistant*, KNWT, Maryville, MO Fall 2016 - Spring 2017
 - Acted as Floor director, operated audio/chyron camera, switcher, VTR and created a PSA for “Safe Ride” a University Police project.
- *Reporter*, Nodaway Update, KQTV 2, St. Joseph and Maryville, MO Fall 2016
 - Wrote stories about local community events, shot and edited VOs and news packages.

Proficiencies

- **Television:** DCM News tracker, Linear Analog Beta/S-VHS Editing, Sony digital camera, Beta/S-VHS cameras, Non-Linear Adobe Premier/Avid Editing, Final Cut X
- **Radio:** Reel to reel, Audio Vault, Digital Audio Delivery, Adobe CS3, Pro-Tools Editing, Logic Pro X

Computer Programs

- Microsoft Office Suite, Adobe Photoshop and Microfiche

Work Experience

- *Office assistant*, Vice-President for Finance Office, Maryville, MO August 2016 - Present
- *Youth In Action Camp assistant director*, Altoona Community Campus, Altoona, IA June - August 2017
- *Hostess, cashier and waitress*, Wood’s Oven Grill, Kansas City, MO May - August 2016