

Robert Smith

News Anchor

PERSONAL STATEMENT

As a News Anchor, responsible for reporting on local stories that affect the citizens. Experience in crafting sound-rich feature stories, producing spot news for newscasts on tight deadlines.

WORK EXPERIENCE

News Anchor

ABC Corporation - October 1990 - March 1995

Responsibilities:

- Searched news sources gather broadcast news materials, re-write news stories.
- Conducted recorded interviews to edit sound for broadcast.
- Created newscasts that connect with viewers of northeast Indiana and northwest Ohio.
- Pitched, developed, and booked daily debates.
- Researched, wrote, and briefed news anchor on stories.
- Read news segments off the teleprompter and followed cues in a timely manner.
- Supported and encourage staff of talented reporters and other TV news professionals.

News Anchor

Delta Corporation - 2000 - 2002

Responsibilities:

- Booked high-profile guests for a one-hour primetime news show.
- Produced competitive, exclusive interviews on breaking news stories.
- Conducted both scripted and ad-libbed on-set interviews with show guests.
- Broadcasted news, weather, and sports twice hourly for 12-hour shifts.
- Field reporting when requested.
- Used Office and Radio Broadcasting Equipment; Written and Verbal Communication; Broadcast Journalism.
- Reported on high school events such as proms, parades, sports, and etc.

Education

Bachelor of Arts in Journalism/Public Relations - (Georgia State University)

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
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www.qwikresume.com

SKILLS

Microsoft Office Suite,
Communication Skills,
Program Management,
Broadcasting.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)