

# ROBERT SMITH

## On Air Personality III

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

### SUMMARY

Have over a decade of administrative/cash office/cash handling/supervisory experience. Now looking to expand those skills.

### CORE COMPETENCIES

Proficient use of EXCEL, MS Word and works spreadsheets and word processing as well as cash handling/vault and cash office equipment.

### PROFESSIONAL EXPERIENCE

#### On Air Personality III

**ABC Corporation - 2017 – 2020**

##### Key Deliverables:

- Managed all music clearances and cue sheets in SAM Broadcaster, Radio Boss, & Station Playlist.
- Incorporated advertisers and products into shows in innovative ways.
- Supervised the post-production process, including editing, dubbing and color correction.
- Introduced shows on the air and announced station breaks, commercials and public service information.
- Edited an average of 10 spots each week using Sound Forge & CakeWalk Production Software.
- Handled all field audio mixing for 12 productions per week.
- Offered feedback on the quality of segments and coached other staff members on how to improve segments.

#### On Air Personality

**Delta Corporation - 1988 – 1993**

##### Key Deliverables:

- Performed on air radio shift in various radio stations in Syracuse and Rochester NY as well as Lebanon NH in a 12 year period.
- Victim of budget cuts.
- Research and report celebrity news Engineering show to sound well over the air Report Weather and breaking local news.
- On-air Talent Supervisor Kelly Hammer, PD.
- Victim of budget cuts.
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### EDUCATION

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