

Robert Smith

Phone (123) 456 78 99

Email: info@qwikresume.com

Website : www.qwikresume.com

LinkedIn: [linkedin.com/qwikresume](https://www.linkedin.com/qwikresume)

Address: 1737 Marshville Road, Alabama

On Air Personality

SUMMARY

A results oriented professional skilled in the capacity of a supervisory role in a customer service environment. A total of 20 + years experience in customer service, and an excellent capability for developing and utilizing a variety of resources to aid in such a role. Emphasis is client satisfaction, and providing a focus on productivity and quality.

SKILLS

Adobe Audition, Microsoft Office, Zocle, InterTech Media, Scott Studios SS32, Final Cut Pro, iMovie.

WORK EXPERIENCE

On Air Personality

ABC Corporation - December 1992 - February 2006

- Duties to include sales promotions; customer service; and public relations.
- Responsible for production output and the logging in (recording) of music into a computer system.
- Did translating of copy material from English to Spanish.
- Did a lot of public appearances speaking to large audiences about various topics.
- Catered to the Spanish speaking population.
- Dealed with putting live shows on air and also dealing with sound music.
- Operated the mixing boards and ensure the efficiency of the broadcast.

On Air Personality

Delta Corporation - 1988 - 1992

- Compilation of materials for News, as well as anchored the musical countdown show for each week.
- Skills Used Newscasting & Presenting skills.
- Used the Radio equipment to play songs and talk.
- Read out advertisements and weather.
- Attended promotions events.
- On air personality for country music format radio station Gather, write and report local news stories.
- Write and voice commercials for advertising clients.

EDUCATION

communications - June 1996(Incarnate Word University - San Antonio, TX)