

# Robert Smith

## Radio Announcer

### **CONTACT DETAILS**

1737 Marshville Road,  
Alabama  
(123)-456-7899  
info@qwikresume.com  
[www.qwikresume.com](http://www.qwikresume.com)

### **PERSONAL STATEMENT**

Seeking to obtain a full-time job in the media field for a company that cares about people in order to make a difference by use of skills and knowledge gained from doing multimedia work through classes, practical experience, and career-oriented advice.

### **SKILLS**

Communication,  
Problem-Solving, Editor,  
Mentoring, Amiable,  
Legal Research, Office  
Management, Camera,  
Audio, Lights.

### **WORK EXPERIENCE**

#### **Radio Announcer**

**ABC Corporation - June 1991 - June 2000**

##### *Responsibilities:*

- Hosted a live radio show six days a week.
- Edited and presented live sportscasts.
- Operated audio equipment including sound mixing boards, microphones, and recorders.
- Monitored signal transmitter readings.
- Prepared recorded commercials for airing.
- Helped determine the selection of songs played during music portions of shows by editing three or four playlists per week.
- Provided production for the station using Audio Audition, Smart Caster, AudioVault, and Cool Edit Pro programs.

### **LANGUAGES**

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

#### **Radio Announcer**

**Delta Corporation - 1986 - 1991**

##### *Responsibilities:*

- Announce the intros for sporting events, play local advertisements, answer incoming phone calls from listeners.
- Weekend on-air announcer for shows "What Do You Know," "Music for the Hearts of Space" and "The World Cafe"; Announced brief news, weather, public.
- Broadcasting was to sell commercials to local businesses, sign contracts, participate in radio promotions, produce.
- Also worked as Traffic Assistant doing commercial logs, entering sales orders, assigning cart numbers, assisting sales reps, answering phone calls, .
- Marketing Consultant -Commercial Editing (Production) -Radio Announcer for Special events -Traffic Assistant (less than a year) -Commercial Logs -.
- Write and produce a five-hour daily radio program; write and produce radio copy for broadcast, host live on-site broadcasts, etc.
- Became a well-respected broadcaster across southern MN and northern IA.

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

### **REFERENCES**

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

### **Education**

Business Management - 1991(Oral Roberts University - Tulsa, OK)