
Board Operator Resume

Job Objective

Seeking to join a reputed organization as a Board Operator to deliver the best of my professional ability

Summary of Qualifications:

Excellent knowledge of all applicable FCC rules and regulations
Proficient in computer and digital audio
Excellent knowledge of Microsoft office suite
Remarkable ability to edit the audio software
Amazing ability to effectively present information in a clear and personable tone of voice on-air
Amazing ability to multi-task and handle pressures and deadlines
Ability to interact with management and staff at all levels

Work Experience:

Board Operator, May 2004 – Present
Salem Communications, Adger, ALControlled audio board and implemented production elements, commercials, and legal IDs.
Followed and tracked the commercial log for affidavits
Identified promotional needs and edited audio for the station.
Maintained studio equipment, logs, ran commercials, answered hot-line (phone)
Assisted with coordination of on-air events
Operated and ran the transmission control board
Ensured quality and broadcast standards of all on-air product are up to the mark before being broadcasted. Board Operator, March 2002– April 2004
Aerotek Professional Services, Adger, ALManaged all on-air transitions, and program and commercial logs.
Assisted in administering contests, answering listener phone calls.
Followed and tracked the commercial log for affidavits.
Created show features and audio montages.
Isolated, edited and creatively produced daily promos for the shows using audio from the shows.
Checked studio equipment and reported technical problems and equipment malfunctions.
Ensured that the studio sound equipment is functioning properly during programs

Education:

Bachelor's Degree in Electronic & Communications Engineering, Cardinal Stritch University, Wisconsin, WI

[Build your Resume Now](#)