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# BROADCAST ASSISTANT RESUME

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## Objective:

To obtain the position as Broadcast Assistant to ensure the smooth and conflicts free functioning of all operations of the organization.

## Summary of Skills:

- Solid Understanding of technical competence in broadcasting and production
- Familiarity with word processing, spreadsheet and database packages
- Ability to inspire and persuade others
- Good analytical and interpretive skills.

## Work Experience:

Broadcast Assistant  
GroupM, Wayne, NJ  
August 2005 to till date

- Provided in-house and on-site administrative support for 3 staff producers at shoots and sessions.
- Updated the station's website when it had online presence.
- Recorded and edited trailers using digital editing software.

Broadcast Assistant  
Media Match, Wayne, NJ  
May 2000 to July 2005

- Researched topics and gathered information for programmers.
- Founded, booked and liaised with guests and contributors.
- Acted as the first point of contact for studio guests.
- Maintained databases of contacts and freelance staff.
- Managed phones for phone-ins and kept records.

## Education:

Bachelor's Degree in Broadcasting  
Northeastern University, Boston, MA

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