
BROADCAST ASSISTANT RESUME

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.
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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.
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Education:

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

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