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## Broadcast Traffic Manager Resume

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### Job Objective

Experienced Broadcast Traffic Manager seeking a position with growing firm that can make use of my expertise.

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### Highlights of Qualifications:

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- Admirable experience in managing broadcast of programs and advertisements
  - Huge knowledge of advertising and media
  - Remarkable ability to work on multiple projects
  - Good understanding of television, advertising, affiliate sales or production industries
  - Exceptional ability to work independently in a fast pace environment
  - Ability to meet all deadlines
  - Amazing skills to work on weekends and overtime
  - Proficient in communicating with variety of people
  - Ability to work in a pressure environment
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### Professional Experience:

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#### Broadcast Traffic Manager

Cayuga Radio Group, Roanoke Rapids, NC

October 2008 – Present

- Administered all jobs and assigned ID and ISCI codes.
- Coordinated with account management and prepared television tapes.
- Provided support to managers and assisted in all talent requirements.
- Collaborated with buyers and media personnel and scheduled broadcast spots with networks.
- Managed all talent payments and ensured payment to residuals on time.
- Recorded all talent payments such as holding fees and residuals.
- Ensured compliance to all network standards and practices and assisted in getting appropriate approvals.
- Worked with accounts team and administered payment for clearing spots.

#### Broadcast Traffic Coordinator

ZGS Communications, Roanoke Rapids, NC

August 2003 – September 2008

- Planned and monitored all day to day activities such as transmitting scripts and coding logs.
- Coordinated with media department and prepared schedule for media.
- Administered with various traffic departments and station representatives.
- Maintained relations with various vendors and ensured achievement of all agency needs.
- Monitored all scripts once they reach traffic department.
- Documented records on all broadcast jobs.

#### Traffic Specialist

Spotlight, Roanoke Rapids, NC

May 1998 – July 2003

- Maintained broadcast log and scheduled various commercial units according to traffic guidelines.
  - Prepared logs of all commercial materials from various ad agencies.
  - Coordinated with programming departments and scheduled all commercials with programs.
  - Managed information of on air advertisers and ensured no discrepancies in billing.
  - Administered work on work nights and weekends as well.
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### Education:

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Bachelor's Degree in Communication: New Media

Upper Iowa University, Fayette, IA

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