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# RADIO PRODUCER RESUME

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## Objective:

Searching for a Radio Producer position that will allow me to continue growing in this field while making excellent contributions to company.

## Highlights of Qualifications:

- Vast experience in producing daily talk show on radio
- Sound knowledge of talk show and on-air radio news presentation
- Exceptional knowledge of radio journalism
- Proficient in using computer programs such as ENCO and Pro Tools
- Ability to recognize stories with potential and develop them into compelling broadcast entertainment
- Skilled to perform research for the program
- Good public speaking and presentation skills

## Professional Experience:

Radio Producer, April 2008 – Till Date  
Tribune Company, Clinton, OK

- Ensured the smooth functioning of all the on-air shows checked that the shows are carried in accordance to the network policies.
- Trained the producers and board operators in the working of the station.
- Maintained good relationships with the guests of the show and coordinated with the local and network producers for the same.
- Monitored the commercials and paid promotional announcements before it goes on air.
- Assisted in getting guests to the show and also new talents on board.
- Designed the various talk show topics and provided support by getting guests and preparing the script.

Radio Producer, January 2004 – March 2008  
WGBH Radio, Clinton, OK

- Maintained on-air presentation for the radio channel.
- Developed breaks in the programs to ensure that it is in synchronization with the show.
- Administered the local news to be broadcasted on the radio, rewrite the copies from the wired sources and other sources of information.
- Prepared programs with the local celebrities and people, pre recorded their interviews or enabled them to have a live show.
- Performed various function before the local newscast such as writing the news and editing it before it goes on-air.
- Facilitate the local programs by airing inserts in them, read all the intros on air.

## Education:

Bachelor's Degree in Broadcasting, Portland State University, Portland, OR

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