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News Director/News Anchor/Talk Show Host/Writer/Reporter

Summary

Three years of experience in radio news. Anchored, wrote, and produced news programs, talk shows, remote broadcasts. Boosted small market station ratings and increased station revenue through improved advertising sales during news programming. Delivered breaking news and conducted strong interviews by thoroughly researching subject matter. Skillful general writing and AP Style writing. Writing news stories for television and radio broadcast as well as social media. Experience as an assignment editor in television news. Able to multi-task. Strong news instinct. Strong interviewing skills. Detail oriented. Accurate, concise, and fair reporting. Designed and launched several websites. Familiar with social media, ENPS, and various audio and video editing software. Excellent verbal and written communication skills. Also hosted weekly big band/oldies music program.

More than twenty years experience in business management, as a general contractor. Expedited bids from subcontractors. Assisted estimating department in several key areas, including document preparation, proposal writing, delivering bid documents, distributing bid materials to suppliers and subcontractors. Strong familiarity with contracts, purchase orders, bidding documents, insurance, bonding, banking, human resources, and correspondence writing.

Experience

KHQA TV, Quincy, Illinois

2014 to 2014

General Assignment Editor

Developed story ideas. Monitored multiple sources for breaking news and upcoming news worthy events. Scheduled and dispatched reporters and ENG crews to story locations. Assisted producers and anchors with research, writing, and news gathering. Wrote stories for both broadcast and social media, as well as the station's news web site.

- AP Style news writing, familiar with ENPS.
- Wrote stories for broadcast and social media (station website, Twitter, Facebook)

R. Rudnick & Co., Wheeling, Illinois

1991 to 2014

President

Managed day to day operations of company. Assisted estimating department with expediting subcontractor and supplier bids, research, bid document preparation, bid delivery. Handled all insurance matters, material and equipment acquisitions, purchase orders, marketing, and interoffice correspondence.

- Saved company thousands of dollars annually by implementing File Transfer Protocol system for delivering blueprints, bid documents, and specifications.
- Strong writing and research skills. Strong verbal communication skills, negotiating, and project management.
- Through market research and growth strategies, oversaw company revenue growth from two million to eight million dollars annually over a five year period.

WCSJ Radio, Morris, Illinois

1990 to 1991

News Director

Produced, wrote, and anchored news casts and talk shows. Maintained daily contact with local first responder and government agencies to gather news stories. Reviewed Associated Press news wires for pertinent news stories. Developed story leads through multiple sources.

- Station revenue increased with additional advertisers purchasing time during news and talk shows.
- AP Style writing, news instinct, reporting, and gathering information and confirming through multiple sources.
- Specialized in election night coverage. Set up remote locations for election result tabulations and live interviews with candidates at their campaign headquarters.

WGEN Radio, Geneseo, Illinois

1990 to 1990

News Director

Set up news department for owner who had recently purchased the station. Anchored hourly news casts in the morning and voice tracked evening news casts. Hosted daily hour long call-in radio program. Monitored multiple sources for breaking news stories.

- Established news department, developed sources and database of local contacts.

WCSJ, Morris, Illinois

1988 to 1990

Morning Show Host/Reporter

Produced, wrote, and anchored afternoon and evening news casts. Hosted morning drive time show. Covered local city council and school board meetings. Covered live breaking news stories.

- Developed strong rapport with community's listeners and local government officials. Conceived "People and Pets" weekly talk show with local veterinarian.
- Hosted live breaking news coverage for 18 consecutive hours at the start of "Operation Desert Storm", utilized network audio news coverage, aired listener phone calls for reaction, interviewed families of servicepeople assigned in the conflict.

Education and Training

Southern Illinois University, Carbondale, Illinois

1988

Communications/Radio-Television

Concentrated on radio, news, and station management curriculum. Writing, marketing, news ethics, operations, and political science coursework. Hosted weekly talk show on student-run WIDB radio. Worked as shift reporter at WSIU, the NPR station on campus.

American University, Washington, DC

1995

GPA: 4.0. Internship in Political Science/Journalism at Independent News Network, located in the National Press Association Building in Washington. Internship included accompanying ENG crews on breaking news stories, a day observing in the White House Press Office, the State Department Press office, and the Pentagon. Duties included screening video and selecting audio and video pertinent to reporter's story, researching and gathering video at the National Archives, answering phones, and running raw video up to satellite center for uplink to headquarters in New York.

Skills Summary

- Writing, AP News Style, General Correspondence, Creative, Advertising copy.
- Computer skills. Microsoft Office, WordPerfect, various audio and video editing software programs, Adobe DC, website creation.
- Business experience. Insurance, bonding, banking, research, purchasing, contracts, document and presentation preparation.