

Andrew G. R.

123 Main Street – New York, NY - 212-555-0000 - -----@gmail.com

PROFILE

Exceptionally creative team player with extensive multimedia experience possesses stellar writing skills and the ability to effectively manage concurrent projects.

SELECT CAREER HIGHLIGHTS

- *Wrote and produced FOX News branded election programs for Direct TV on demand
- *Contributing author “VH1: 100 Greatest Albums,” MTV Books
- *Created The Working Podcast which has received over 250,000 downloads

PROFESSIONAL EXPERIENCE

Managing Web Editor, COMPANY NAME REMOVED, NY – April 2006 - Present

- Manage high-traffic Web site (5 million visits annually) for 1.5 million member organization
- Edit and write content for Web, **NAME REMOVED** magazine, marketing materials and internal memos and reports
- Project manager for Web site overhaul. This includes planning and testing design, navigation and developing streamlined functionality to stimulate e-commerce activities
- Web site sales increased by over \$5 million last year, rising to \$20 million

Supervising Web Editor, FOX News Channel, New York, NY - May 2004 to March 2006

- Produced, wrote, and edited Web site content (video and text): breaking news promos, story headlines, program teasers, weekly newsletters, blogs, and product descriptions
- Oversaw project management of Web site enhancements and new features
- Conceptualized and executed marketing and promotion strategies for FNC programming and on-air personalities with the goal of delivering maximum viewer benefit
- Reinvigorated department with fresh creative ideas, including an audio blog line, an Internet magazine endeavor (FNC iMag), and video biography project
- Managed staff of three full-time content producers

Production Manager, VH1 Satellite Radio, New York, NY - July 2001 to Feb. 2004

- Produced and wrote six hours of daily radio content, including original shows and repackaged versions of popular VH1 programs
- Coordinated \$1 million annual budget needs; to include, group travel, renovations and equipment acquisition funding
- Organized strategic plans to promote company programs in mass media markets; entailed writing press releases, determining targeted media outlets and implementing project
- Conducted interviews and engineered live studio performances with internationally recognized artists, including: Coldplay, Lee Ann Womack, David Gray and dozens more

Operations Coordinator, Pulverradio.com, Melville, NY - March 2001 to July 2001

- Attended major conferences focused on the convergence of the telecom and Internet industries. Conducted interviews with CEOs of high-tech corporations and elicited information regarding company projects, new products, and industry perspectives
- Synthesized technology based product information into easily understandable formats for radio distribution

Advertising Coordinator, WLIR-FM, Garden City, NY - January 1998 to Feb. 2001

- Scheduled all on-air commercial advertising, totaling 100,000 minutes annually and over \$3 million; ensured all copy ran correctly
- Selected to lead the station's internship program, including: interviewing, hiring, and supervising 15 college Interns
- Morning Show Producer: conceptualized show material, organized and coordinated promotional events and contests

Andrew G. R.

Editorial Assistant, Testa Communications, Port Washington, NY - Sept. 1996 to Jan. 1998

-Wrote news items and feature stories for convention television programs and nationally published trade magazines: *Sound & Communications*, *The Music & Sound Retailer*, and *DJ Times*.

Editorial Assistant, College Music Journal, Great Neck, NY - May 1995 to Aug. 1996

-Researched for feature articles and music reviews

-Assisted in the coordination of the annual CMJ Music and Movie Festival

EDUCATION

June 1998 -- Bachelor of Arts in Media Studies/Journalism -- Queens College, Flushing, NY

KEY SKILLS

MS Office Suite, Outlook, light HTML, Pro Tools, Cool Edit Pro, Sony Sound Forge, Serena Collage Content Management System, Photoshop CS3, Final Cut Pro 3, professional video camera, digital camera, lighting experience, all phases of podcast production.

IN ADDITION...

Owner and creator of The Working Podcast and Jobacle.com, two career resources that have garnered over 250,000 total downloads and over 4,000 unique visits a month. Blog writer for BlogHerd, 901am, RotorBlog, Jack of All Blogs and several other leading blogs.