

Janet Jackson

Monroe, LA

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SUMMARY OF QUALIFICATIONS

Experienced Associate Producer skilled in video production with a demonstrated history of working in the broadcast media industry.

- Experience with Adobe Premiere Pro video editing software
- Experience with Edius video editing software
- Experience with ENPS news production system
- Experience with SPSS statistical analysis software
- Excellent analytical, problem-solving, and critical thinking skills
- Excellent verbal and written communication skills
- Ability to merge, clean and analyze large amounts of data

EDUCATION

MA – Mass Communication

Grambling State University – Grambling, LA

December 2018

BBA – Marketing

University of Louisiana at Monroe – Monroe, LA

December 2016

WORK EXPERIENCE

Associate Producer

August 2017 – Current

KNOE – TV8 – Monroe, LA

- Assist producers in all aspects of show production, including research, and planning
- Coordinate all the visual and audio elements of the show; Packages, VO's and SOT's
- Download and edit material from external sources, including network news feeds
- Edit video content for daily newscasts and digital platforms
- Regulate volume level and quality of sound during television broadcasts

Associate Director Intern

July 2018 – August 2018

Blab TV – Pensacola, FL

- Assist the production manager and director in coordinating all production activity
- Oversee day-to-day management of the cast and crew scheduling, equipment, script, and the set
- Ensure filming comes in on schedule while maintaining a working environment in which the director, principal artists (actors) and crew can be focused on their work
- Break down the script into a shot-by-shot storyboard

Production Assistant

July 2017 – August 2017

KNOE – TV8 – Monroe, LA

- Assisted with live and pre-recorded productions
- Coordinated and produced television and digital programs
- Regularly cared and maintenance equipment and studio
- Operated studio teleprompter
- Operated audio board and other equipment as assigned

ORGANIZATIONS

- *National Association of Black Journalists* 2018
- *National Society of Leadership and Success* 2014
- *Lambda Sigma Honor Society* 2014-2015