Jaime Dee

Entertainment Professional

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I am an experienced Entertainment Professional with years of vast studio, set and office experience. My skills include identifying and researching story ideas, interviewing sources, writing feature articles, producing social media pictures and videos, editing b-roll, managing talent and extras and exercising studio etiquette. I am a natural leader who has a strong work ethic, creative nature and tireless enthusiasm.

**Experience:**

News Anchor/Reporter/On-Air Talent

WMUC 88.1

January 2020 – present

I pitch ideas to editors and producers for their approval on a newsworthy story. I curate research for news headlines, write news copy and present news on-air alongside other talent. I coordinate with writers, producers, program managers, news directors, audio engineers and talent to ensure a smoothly ran show. I attend events and conduct interviews with sources to produce a story. I also understand and comply with media law and industry codes of conduct while on air.

Programming Intern

NBC Sports Washington, NBCUniversal

September 2019 – December 2019

I programmed TV shows and live sports games using NBC’s scheduling software, Compass. I assisted with fan engagement and outreach at Podcast Parties and Capitals, Redskins and Wizards games. I provided quality control for the network's TV listings, checking for accuracy and timeliness. I also shadowed talent, producers and editors in studio and on field assignments.

College Advisor

Georgia State University, AmeriCorps

January 2018 – September 2019

I documented and tracked student interactions and college application progression in their tracking system, Grace. I provided individual and group academic, social and emotional advising for students seeking a college degree. I also helped high school students find and apply to the correct college for their career goals and financial needs.

**Education:**

* Master of Arts, Journalism, University of Maryland, 2020
* Bachelor of Arts, Communication Arts, Florida International University, 2016

**Skills:**

* Camera Presence. I have the ability to be confident and calm when presenting on and off air.
* Interviewing Talent. I have the confidence needed to interview any talent no matter the celebrity level with grace and pose.
* Script Writing. I know how to think of a script, write it in proper format and distribute it out to a team if needed.
* Social Media. I specialize in using Instagram, Facebook, Twitter and YouTube.
* Microsoft Office. I have experience in word, PowerPoint, photoshop and excel.
* Researching Stories. I am able to research story ideas with ease and pitch them in front of any audience.
* Shooting and Editing Video. I am experienced in setting up a camera, shooting proper video and breaking down the camera. I then have the knowledge necessary to export the video file and edit the video using Adobe Premiere Pro.