

Nikole Robinson

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Education:

Eastern Kentucky University; Richmond, KY

Master of Public Administration – December 2011

Bachelor of Arts: Broadcasting and Electronic Media (Public Relations minor) – July 2006

Employment experience:

July 2013 – present: **KOSU Public Radio;** Stillwater/Oklahoma City, OK

Stringer/Part-time Field reporter

*Capturing “Uniquely Oklahoma” sound to reinforce station brand *Interviews *Sound gathering
*Production of on-air elements

October 2012 – June 2013: **Salvation Army Boys and Girls Club;** Oklahoma City, OK

Program Coordinator

*Leader in Unit Director's 1-month absence *Planning and execution of activities and operations
*Coordination and implementation of Power Hour homework incentive program
*Managing/ordering/reporting for Regional Food Bank programs at the Club

March 2012 – August 2012: **Community Alternatives of Kentucky;** Lexington, KY

Community Living Support

*Assistance in community participation and inclusion of individuals with disabilities *Encouraging personal, educational and social goal achievement *Enabling independence

September 2010-May 2011: **Court Appointed Special Advocates of Madison County;** Richmond, KY
Intern

*Grant research and applications *Strategic planning and implementation for fundraising
*Public relations/volunteer recruitment *Training other volunteers *Newsletter publication

August 2010-February 2012: **Affiliated Computer Services;** Lexington, KY

Sprint Email Escalations Specialist

*Escalated email responses *Dispute resolution/negotiation *Account changes *Billing/tax research

February 2005 – July 2010: **WEKU-FM;** Richmond, KY

Operations Assistant

*Served 9 months as Interim Program Director *Backup/stand-in for operations manager
*Fund drive planning/production/board operation *Student supervision and training
*Underwriting order processing *Daily program log production *Hosting/newscasting
*Content production *Audio file/automation maintenance

August 2003-May 2005: **Eastern Kentucky University;** Richmond, KY

Audio Lab Assistant

*Studio computer/equipment maintenance *Assistance/tutoring for audio production student

Volunteer experience:

May 2011 – September 2012: **Court Appointed Special Advocates of Madison County;** Richmond, KY

Social Media Volunteer

*Content management for organization's Facebook, Twitter and LinkedIn accounts

November 2005 - February 2006: **Eastern Kentucky University;** Richmond, KY

"Vagina Monologues" Director

*Promoting/conducting auditions *Casting *Leading rehearsals

*Set/lighting/costume/makeup design *Planning/promoting performances

*Recommending a director for the following year

September 2002-December 2003: **WXII-EKU Radio;** Richmond, KY

Host/Producer

*Hosting *Music library/playlist maintenance *Content production

August 2000-May 2002: **Big Brothers Big Sisters;** Madisonville, KY

Mentor

*Tutor *Confidante *Friend *Advocate

March 1999 - July 2001: **Skateworld;** Madisonville, KY

Disc Jockey/Host

*Hosting/announcing *Skate floor supervision *Emceeing games/contests

*Requests/dedications *Occasional stand-in at ticket booth/snack bar

August 1998-May 2000: **West Broadway Elementary School;** Madisonville, KY

Academic Team Future Problem Solving Coach

*Teaching/training team members the procedures for solving FPS problems

*Running practice problems and offering critique for improvement

*Supervising/representing team at competitions

Technological Proficiencies:

*Microsoft Office *SPSS Statistics *Facebook *Twitter *LinkedIn *Formspring *Tumblr *Cool Edit

Pro/Adobe Audition *Hootsuite *Audio Vault *AV Import/Export *Photoshop *Final Cut *Audacity

*Lynx *AVRip *AudioFiler *PRSS *ContentDepot *AP NewsDesk *YouTube *FTP file transfer

*Constant Contact *Public Radio Exchange *Public Interactive *EAScriber *Traffic C.O.P. *GiftWorks

Other Skills:

*Research methods *Policy analysis/evaluation *Grant Research/writing *Proofreading/ Copy editing

*AP writing style *Print journalism writing style *Broadcast journalism writing style *Press release writing

*Advertising and underwriting copy writing *Supervision and training of students and interns

*Mediation/dispute resolution *Ad sales/donation solicitation