

Rebecca Richards

richards@net.com

9843 Sagebrush Drive
Dallas, Texas 75202
(214) 555-1212

rrichards@net.com

Objective

State University Mass Communications student interested in broadcasting internship with the Texas Horsemen.

Education

Current	State University	Dallas, Texas
College of Arts and Sciences School of Mass Communications		
Bachelor of Arts in Telecommunications News		
Spring 2006	State Community College	Dallas, Texas
Associate of Arts in Mass Communications		

Experience

Radio Announcer for WTTX 1480 AM	August 2008 to Current
State University	Dallas, Texas
<ul style="list-style-type: none">Responsible for play-by-play of State University women's softball games.	
Realtor/Property Manager	May 2007 to Current
Bullhorn Realty, Inc.	Dallas, Texas
<ul style="list-style-type: none">Assist clients on the conditions relevant to the listing, marketing, sale, or purchase of a home.Provide current information on the market conditions that is understandable and helpful to the Buyer or Seller.	
Radio Announcer for Eagle Radio 1340 AM	August 2004 to May 2006
State Community College	Dallas, Texas
<ul style="list-style-type: none">Responsible for play-by-play of State Community College baseball and women's basketball gamesPublic Address Announcer for State Community College women's basketball home games.	
Director of Basketball Operations	August 2003 to May 2007
Lonestar Community College	Dallas, Texas
<ul style="list-style-type: none">Responsible for day-to-day running of the basketball officeWorks on fundraising campaignsOther responsibilities include video editing, film exchange, travel arrangements, and managing recruiting databases	

Broadcasting intern**December 2009 to May 2010****Texas Tornadoes**

- Continually check Tornado Radio website to ensure site is up to date
- Write a regular blog (3-4 times a week) featuring Tornado players, games, the NHL in general, etc.
- Record visiting coach's morning skate press conference
- Interview Lightning and visiting teams after morning skate for Tornado radio and website
- Interview visiting teams for post game sound for Tornado Radio and website
- Preside over any affiliates suite night or party night
- Review all BETA tape dubs from video production (assure proper spot(s) are on tape, properly assembled and labeled).
- Watch all television broadcasts for spot logging
- Write weekly TV and Radio drops
- Book guests for weekly "Tornado Hockey Night" radio shows
- Be regular liaison between departments (tape trafficking, mailing, marketing, media relations, etc.).

Activities and Skills

- Proficient in computer programs: Microsoft Word, Microsoft Excel, Microsoft Outlook, Microsoft PowerPoint, Media 100 non-linear editing
- Knowledgeable in AP style
- Member of The Radio-Television Digital News Association at State University
- Member of the Dallas Association of Realtors

REBECCA RICHARDS

9842 Sagebrush Drive ~ Dallas, Texas 75202

214-555-1212

rrichards@net.com

QUALIFICATIONS

Energetic, creative Student of Sports Journalism and Broadcasting with proven success in supporting news operations—television, radio, print and online. Superior communication and organizational skills, builds positive relations that facilitate news gathering and reporting. Practical background in video production and media/public relations. Special expertise in AP style. Technically proficient in Microsoft Office applications and Media 100 Non-Linear Editing, with additional capabilities in:

- ♦ Spot Logging
- ♦ Video Recording/Production
- ♦ Guest Booking
- ♦ TV/Radio Drops
- ♦ Interviewing
- ♦ Sports Reporting
- ♦ Website Updates
- ♦ Affiliate Relations
- ♦ News Writing

EDUCATION

STATE UNIVERSITY, Dallas, Texas, **BA, Telecommunications News**, expected 2010
~ Selected as 1 of only 12 applicants for the *Millennia Journalism* course, participating in story pitches and publishing for WTX-News Channel 7, the *Texas Troupe*, and TTX.com.

STATE COMMUNITY COLLEGE, Dallas, Texas, **AA, Mass Communications**, 2006

PROFESSIONAL EXPERIENCE

TEXAS TORNADOES, Dallas, Texas 2009 – Present
Broadcasting Intern

- Increases team's visibility and website traffic with a regular blog on players, games, and the NHL.
- Ensures top-quality BETA tape dubs, reviewing all video production to make sure the proper spots are on tape and that they are properly assembled and labeled.
- Adds fresh content to the website (and radio) by interviewing Tornados and visiting teams—both after morning skate and post-game.
- Streamlines communications as a liaison among departments—tape trafficking, mailing, marketing, media relations, etc.

WTTX 1480 AM—STATE UNIVERSITY, Dallas, Texas 2008 – Present
Sports Radio Announcer

- Covers the women's softball games, announcing play-by-play for about 20 games per season.
- Prepares for broadcasts with comprehensive research, calling team contacts, attending practices, reviewing clips, reading about the opposition, going over media guides, and so on.

BULLHORN REALTY, INC., Dallas, Texas 2007 – Present
Realtor/Property Manager

EAGLE RADIO 1340 AM—STATE COMMUNITY COLLEGE, Dallas, Texas 2004 – 2006
Sports Radio Announcer

- Managed play-by-play broadcasts for the baseball and women's basketball home games.
- Functioned as the public address announcer for the women's basketball home games.

LONE STAR COMMUNITY COLLEGE, Dallas, Texas 2003 – 2007
Director of Basketball Operations (2005-2007)/Student Manager (2003-2004)

- Produced highlight videos for players being recruited by 4-year campuses and for scouting.
- Raised up to \$10,000 annually to support the team through corporate sponsorships.

AFFILIATIONS

~ *Member*, Radio-Television Digital News Association, State University
~ *Host*, State University's Women's Basketball Team for the 2006 NCAA Championship First/Second Rounds
~ *Locker Room Coordinator*, 2003/2008 NCAA Championship First/Second Rounds

America's #1 Online Resume Builder With Cover Letters

- Easy-to-use, guides you through step-by-step
- Resume templates, writing samples and tips
- One-click designs for the professional look you want
- Start from scratch or upload your resume

Try It Free! →

[Already have an account?](#)



Multiple Formats



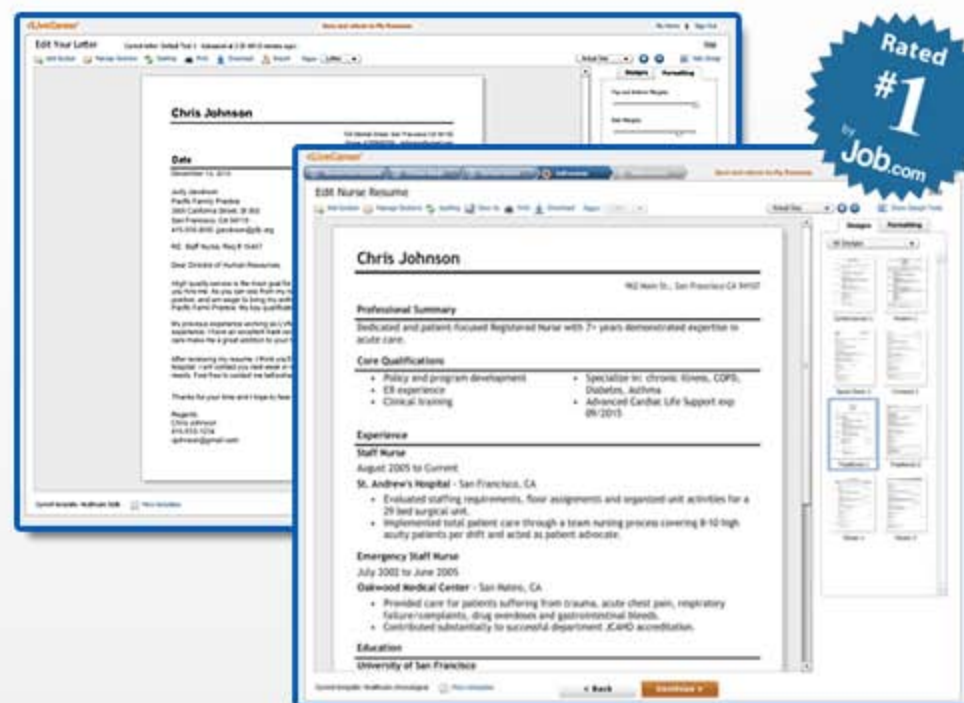
No More Writer's Block



One-Click Designs



Live Help



Live Help
click here

Phone and Chat Hours:
7 Days a Week 6am to midnight EST



Write a resume - in minutes

Your resume is often your first and only chance to make a great impression on an employer. Managers will scan your resume for just 10 seconds to see if you're right for the job.

That's why your resume needs to be attractive and stand out. It needs to be well-written and highlight your skills to your best advantage.

The problem is most people don't know how to write a great resume and don't have the design skills to make it look professional.

- Our Resume Builder is designed to make resume-writing fast and easy.
- We match you with the right template and, in just one click, you can choose a professional design that will help you win the job.
- Our unique Text Tuner™ allows you to choose from hundreds of expert-written examples - no more writer's block!

Get the "most impressive resume builder on the market today". There's no risk, no obligation. We're so confident that you'll love our resume builder that you can try it for FREE.

According to our partners... "the most impressive resume builder on the market today."

YAHOO! hotjobs

EmploymentGuide.com



onTargetjobs

Net-Temps

Joined.com

Customer Reviews

"I was completely unaware of what companies are looking for in a resume. This product helped me word and format my professional resume and the examples were extremely useful. Overall, this is a great product. I would highly recommend these services." - A. Danihels

"This resume tool is so much better than templates - just upload or enter your resume content and you get your choice of designs. It's magical! Anyone can benefit from this tool: from students to executives!" - Belinda Yanda

[View more reviews >](#)

