

Kyle Meade

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EDUCATION

State University of New York College at Oswego Oswego, NY

05/2020

Bachelor of Arts in Broadcasting and Mass Communication

Minor in Computer Science and Psychology

GPA: 3.31

President's List: Spring 2018

Dean's List: Fall 2018 - Spring 2020

WORK EXPERIENCE

Monroe County Clerk's Office Rochester, NY

01/2017-01/2019

Staff Member

- Checked forms to make sure accurate information was provided by customers to ensure customers received the correct licenses
- Organized confidential files with attention to information security so that staff can easily and securely locate them
- Scanned and sent requested files from judges for cases to ensure supervisor had time to focus on more important tasks
- Juggled information transfers across three different administrative organizational systems including multiple versions of Eclipse software, and CountyFusion in conjunction with physical files to streamline records into a unified system

New Student Orientation Oswego, NY

6/2/2019-8/26/2019

Program Assistant

- Communicated with a team leader and team to ensure Orientation events were going according to plan
- Gave presentations to parents of incoming students and answered any questions they had
- Provided transportation accommodations around the campus and to and from the Syracuse Regional transport center and airport

LEADERSHIP EXPERIENCE

WNYO 88.9 FM at SUNY Oswego Oswego, NY

09/2018- Present

Co-Host "System Update"

- Operate sound board to facilitate sound and volume levels among several microphones to uphold program quality and clarity
- Collaborate with co-host and potential guests to develop new weekly topics in the field of gaming to generate fresh and engaging content for college-aged audience
- Logged weekly rotational songs in advance in order to maintain the station's relationship with local musicians
- Support guest involvement in discussion through attentive listening and communication skills on-air to promote lively and natural conversation

Active Minds Oswego, NY

08/2016-Present

Treasurer

- Manage funds for the club through keeping accurate financial records so that events are adequately funded
- Plan meetings and events such as Speak Your Mind (SYM) panels and PostSecretU in collaboration with other E-board members to engage students across campus
- Followed campus protocol to submit forms to request money from the Student Association for events and programs
- Lead club discussions to address member needs and coordinating events to maximize meeting time
- Recruit new members and raise awareness of mental health issues through tabling in high traffic areas with an approachable and friendly atmosphere

EXTRA CURRICULAR ACTIVITIES

- Created a Youtube channel with peers where I enhanced my video editing and camera abilities
- Communicated with my partner on composing shots for our videos to enhance our quality of videos for viewers

- Edit videos for a friend where I take her raw footage and edit it down to 10-20 minute highlight videos.

RELATED COURSE WORK

SUNY Oswego Oswego, NY
Intro to Video Production
Post Production and Editing
Design and Layout for Media
SUNY Oswego Holiday Special