

Jane Wilson

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QUALIFICATIONS SUMMARY

Fourteen years experience working for radio stations in the following capacities:

Traffic Manager

- Manage all program logs, including scheduling programs, public service announcements, promos and commercials and working closely with station's clients, ad agencies, and sales and production departments in order to prepare a minute-by-minute schedule for the broadcast day
- Am currently managing the traffic and continuity for five radio stations
- Proficient in CBSI Delta Flex, Marketron, Natural Logs, Darts, Data-com and Omnimax software
- On occasion, have scheduled and managed the music database
- Member of the Traffic Directors Guild of America
- Named employee of the year in 2004

Office Manager

- Considerable experience managing accounts receivables (A/R) and performing general office and administrative functions
- Highly proficient in Microsoft's Business Suite, using Word and Excel on a daily basis
- Created a new record keeping system that increased profit 17% and reduced employee turnover
- Am currently handling the administrative and regulatory duties associated with employer's purchase of a new radio station and an employer's merger with three other radio stations
- Notary Public [commission expires 09/19/07]; Member of the National Notary Association

PROFESSIONAL EXPERIENCE

Co-Traffic / Continuity Director, K111 / K222 / K333 / K444 / K555 / K666 (NAME OF COMPANY), Anytown, ST [see Note 1]	03/06 - Present
Traffic Director, K777 / K888 / K999 (COMPANY NAME), Anytown, ST	12/02 - 03/06
Caregiver Coordinator, NAME OF ORGANIZATION , Anytown, ST	04/01 - 12/02
Office Manager / Sales Administrator, NAME OF MAGAZINE [see Note 2]	01/00 - 04/01
Office Manager / Sales Assistant, COMPANY NAME [see Note 2]	01/99 - 01/00
Office Manager / Traffic Manager / Music Programmer, K555 (COMPANY NAME), Anytown, ST	07/97 - 12/98
Co-Traffic Manager, K333 / K444 / K555 / K222 (COMPANY NAME), Anytown, ST [see Note 3]	01/97 - 07/97
Co-Traffic Manager / Music Programmer / Receptionist K222 (COMPANY NAME), Anytown, ST [see Note 3]	07/95 - 01/97
Assistant Traffic Manager / Receptionist, K111 (COMPANY NAME), Anytown, ST [see Note 3]	11/90 - 07/95

Note 1: Employer name and job title changed when radio stations were recently sold

Note 2: Company moved its operations to another part of the state resulting in job termination

Note 3: Employers' names and job titles changed when radio stations were sold twice during employment lasting from 11/90 to 07/97

EDUCATION

AA, Social Science, Anytown Community College, Anytown, ST (2003)

