

TOBY MILLER

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OBJECTIVE

A position in radio broadcasting

EDUCATION

Bachelor of Arts in Broadcasting, May 20XX

State University of New York College at Buffalo

GPA: 3.5/4.0, Dean's List

RELATED EXPERIENCE

Radio

Field Reporter and News Writer

WBNY-FM, Buffalo, New York, 4/XX-present

- Write, produce, and announce "Fit For Fun," a weekly feature on fitness for the campus radio station.
- Produce news program titled "Speak Your Mind."

News Director

KSUN-FM, Cotati, California, 9/XX-4/XX

- Reorganized and maintained news staff of 12 writers, reporters, anchors and producers and coordinated special projects for election night coverage.
- Conducted six news writing and interviewing workshops for broadcasting students.

News Writer/Reporter

WKB-AM, Buffalo, New York, 2/XX-9/XX

- Co-anchored and produced half-hour newscast each week.

Public Service Intern

WGGB-AM, Merrick, New York, 9/XX-12/XX

- Wrote public service announcements and produced promotions for weekly talk show.

Television

Public Relations Staff and Production

WBSC-TV 2, Buffalo, New York, 4/XX-present

- Increase viewer awareness of the program through organization of publicity events and use of other campus media.
- Write and produce radio promotion announcements.

Newsroom Assistant

WGRZ-TV, Buffalo, New York, 9/XX-11/XX

- Prepared scripts for newscasts and displayed them on teleprompter.

Journalism

Assistant Copy Editor

The Record, State University of New York College at Buffalo, 1/XX-5/XX

- Proofread and critiqued articles and advertisements for weekly campus newspaper.

COMPUTER/TECHNICAL SKILLS

Microsoft Office Suite: Word, Excel, Publisher, Access, Publisher, Entourage

Adobe Creative Suite 4: Photoshop, InDesign, Illustrator, Flash, Dreamweaver (web), Acrobat

Sound: Pro-Tools, Sound Edit, Garageband

Production Equipment: Character generator, studio camera, teleprompter, switcher & audio board