

Maria Oliver

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Media professional with news anchor, public affairs, production, and live call-in show experience, with excellent verbal and writing skills, vocal ability, traffic knowledge and engineering certification seeks opportunity in radio

MEDIA EXPERIENCE

- Associate producer and engineer for Life Elsewhere Radio weekly cultural magazine
- Operate studio board for live and syndicated programs
- Write, record, and edit promos for broadcast using Adobe Audition and Reaper
- Engineer for evening news and public affairs programs
- Perform cutaways and legal IDs and other on air copy
- Substitute host for public affairs programs
- Edit syndicated shows per news director's specifications
- Taught FCC broadcasting standard to college students, volunteers, and staff
- In studio engineering for live remote broadcasts
- Coordinate audio transitions between live programs
- Call screening for live call in programs
- Familiar with Content Depot website and PRSS
- Engineer studio rentals and ISDN links
- Collect, edit, and program newscast audio segments on deadline
- Engineer live two anchor newscast
- Record PSAs with nonprofit groups and produce script according to noncommercial standards
- Diagnose and resolve audio and transmission concerns
- Comrex, WireReady, Audacity Adobe Audition, Reaper, Harris RMX boards, Vistamax routing

OTHER EXPERIENCE AND ACHIEVEMENTS

- Maintained daily and weekly program logs
- Performed detailed sales account synopsis
- Created manual for company special teams
- Copyedited for published authors
- Promoted company and federal safety standards as team Safety Captain
- Northwest Press Association winner
- Trained and evaluated new board operators
- Contributed articles to company monthly
- Handled escalated customer concern
- Remote ISND engineer for various outlets during Republican National Convention
- Operated public affairs sound board for daily radio program blocks
- Bi-weekly rundown implementation per news director instructions
- Social media posts for show objectives
- Back up Operations Managers
- Onsite engineer during storm season
- Remote engineer for festivals and events

EDUCATION AND CERTIFICATIONS

Everest University

Society of Broadcast Engineers

Washington State University

Masters Business Administration

Certified Radio Operator

Bachelor's Degree/Communication

earned 2013

earned 2012

earned 2003

WORK HISTORY

- News Anchor** **Salem Media Group** **6/2018 - Now**
 Perform top of hour and bottom of hour news broadcast, Control audio using sound board, live host, pre-recorded audio, and various uploads, Create production solutions, microphone placement and show timing. Correct audio irregularity in real time. Respond to all operations coordinator, news director, and FCC requirements
- Audio Board Operator** **Universal Media Access** **12/2017- 5/2018**
 Control audio using sound board, live host, pre-recorded audio, and various uploads. Assist talent with guest and production requests, microphone placement and show timing. Correct audio irregularity in real time. Ensure building lock up and reboot nightly. Respond to all operations coordinator, and FCC requirements
- Promotions Assistant** **Alpha Media USA** **6/2015 – 2/2018**
 Promote station branding efforts and individual client campaigns. Publicizes concert events and work with Sales department to raise listener awareness and proactively drive high levels of listening participation by targeted community engagement efforts. Training new promotions team members. Assist talent with community outreach
- Media Operations** **Elkins Retail Advertising Inc.** **8/2015 – 3/2017**
 Compile monthly summary of client buy for all firm accounts. Respond to varying special campaign challenges and resolve conflict in a timely manner. Traffic Coordinator managing spot logistics with Creative and Production Communication with various station staff on account inquiries. Digital and social media profile assistance
- Anchor/ Board Operator** **KLIV Silicon Valley Radio** **7/2015 – 2/2016**
 Wrote copy for local and national news segments. Engineer live news broadcast with station ids, drops and syndicated programs. Perform editor desk duties of broadcast coordinating and ensured clock timing. Edit and prepare audio for live on air broadcasts. Saturday morning anchor duties. Provided copy for following broadcasts
- Operations and Engineering** **WUSF Public Media** **3/2014 – 5/2015**
 Control soundboard for WMNF weekly news radio program and daily public affairs. Marketed contributions efforts during music events. Coordinated host appearances using remote technology. Initiated call screening for news department. Trained new public affairs programmers. Collected and programmed news segments.
- Traffic and PSA Coordinator** **WMNF Community Radio** **4/2012 – 5/2015**
 Marketed public service announcement program to nonprofit groups and small businesses. Phone supervisor during semiannual fund drives. Create daily program logs. Train new public affairs programmers and engineers. Mentored HCC Radio broadcast students. Assisted performing artist during sound check and music live studio
- Property Manager** **Eco Oaks Apartments** **3/2011 - 4/2012**
 Resolved staff conflict with confidential interaction and interpersonal skill, Managed logistics for janitorial, maintenance, and external contractors, Collected rent payments and issued special fees, and maintained 75 percent plus occupancy, Conducted property tour of state of the art facility, Reported issues to CEO and board
- Lead II, Customer Service** **TECO Energy** **9/2003 – 8/2011**
 Promoted company and federal safety standards as department Safety Captain, Trained and evaluated new hires during six week quarterly training sessions, Wrote customer service manual for elevated calls representatives, Conducted property tour for local politicians and nonprofit groups, Performed bi-weekly payroll submissions

*****REFERENCES AVAILABLE UPON REQUEST*****