

# Meghan K. Ramsey

TheMeghanK.com

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## Summary of Qualifications

- Cash Handling
- Ability to effectively and efficiently multitask
- Over six years in customer service and sales
- Writer: Broadcast, News, and Creative
- Hands on experience with Radio Board, Teleprompter, Studio Cameras

## Education

01/11 - 09/11	<b>Specs Howard School of Media Arts</b> Radio Diploma <ul style="list-style-type: none"><li>• Responsible as on-air DJ and Reporter within school radio stations</li><li>• Various Production and Editing work using Adobe Audition</li><li>• Film production courses</li></ul>	Southfield, MI
09/04 - 04/06	<b>Oakland Community College</b> Liberal Arts Associate Credits	Farmington Hills, MI
09/03 - 6/04	<b>William D. Ford Vocational Tech</b> Culinary Arts Certificate	Westland, MI

## Industry Experience

01/13 - Present	<b>Booked Talent/Commercial Extras</b> Talent Extra/Feature <ul style="list-style-type: none"><li>• Cast in various national television, commercials, movies</li></ul>	Los Angeles, CA
08/11 - 12/12	<b>Clear Channel</b> Radio Assistant / Production Intern <ul style="list-style-type: none"><li>• Voice and produce commercials for various clients. Dubbing.</li><li>• Interact On-Air with Jock, write breaks, show topics, data entry.</li><li>• Board Op on Syndicated Show. Social Media content.</li></ul>	Metro Detroit, MI
02/10 - 11/12	<b>RealStyleOnline.com</b> Talent Extra	Metro Detroit, MI

## Work Experience

07/09 - 01/11	<b>LaShish</b> Wait Staff <ul style="list-style-type: none"><li>• Service guests. Prepare cold food, non-alcoholic beverages.</li></ul>	Westbloofield, MI
07/08 - 09/09	<b>Marriot</b> Front Desk/Concierge <ul style="list-style-type: none"><li>• Service guests with checking in/out, reservations, and food.</li><li>• Fax/file paperwork</li></ul>	Livonia, MI

## Computer Skills

Adobe Audition  
Photoshop

NextGen  
Microsoft Office

Internet  
InDesign