

Steve Resume

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[LinkedIn Profile Link](#)

EDUCATION

University of Wisconsin-Madison | Madison, WI

Expected Graduation: June 20xx

Bachelor of Communication Arts: Radio-Television-Film

RELEVANT MEDIA COURSEWORK & EXPERIENCE

Communication Arts 355: Introduction to Media Production | UW-Madison | **Fall 20xx**

- Successfully conceptualized, crafted scripts, designed storyboards, produced, and meticulously edited
- Creating a portfolio of 3 compelling commercials, 2 thought-provoking documentaries, and a captivating short film, all meeting the highest industry standards

Communication Arts 351: Television Industries | UW-Madison | **Fall 20xx**

- Conducting an extensive analysis of the U.S. television industry including broadcast networks, cable, downloading, and streaming services while also researching evolving audience behaviors and consumption patterns to inform strategic adaptations in the digital age

General Business 311: Fundamentals of Management and Marketing | UW-Madison | **Fall 20xx**

- Gaining insight on key areas of management, marketing, strategy, entrepreneurship, ethics, supply chain management, and international business

Communication Arts 325: Media and Human Behavior | UW-Madison | **Fall 20xx**

- Explore individual media interactions amid blurred mass and interpersonal media boundaries
- Delve into social science theories and research covering various media-related topics

WORK & SERVICE EXPERIENCE

Committee Member | AreaRED | Madison, WI

May 20xx – Present

- Schedule and coordinate virtual and in-person meetings and events
- Curate content across social channels ensuring a cohesive online brand identity that increases brand awareness among target demographics
- Proficiently manage social media platforms, consistently staying abreast of the latest trends and seamlessly integrating them into content strategies, ensuring a dynamic and engaging online presence

Team Lead | Panera Bread | Madison, WI

August 20xx – Present

- Lead and communicate with bilingual (English-Spanish) team of 20 members to maintain smooth operations and high standards of customer service during high-volume shifts
- Awarded employee of the month for demonstrating remarkable communication and leadership skills

Childcare Provider | Badger Club | Madison, WI

February 20xx – Present

- Create a safe and nurturing childcare environment for up to 70 children ranging from 0 to 12 years old collaborating with three other caregivers
- Clearly communicate and coordinate with parents to understand each child's specific needs
- Write daily reports, and evaluations, and maintain back-office administration

Youth Advocate for Community Health | UW-Extensions | Madison, WI

May 20xx – August 20xx

- Assumed the role of Creative Director and oversaw the production of 2 films aimed at promoting local parks as an avenue for accessing cost-free, healthy activities
- Collaborated with project managers and city officials to ensure high-quality and on-time deliverables
- Listened, diagnosed, and resolved technical issues guiding a team of 30 through step-by-step solutions
- Designed and implemented more efficient workflow processes that expedited post-production

SKILLS

- Proficient in Adobe Photoshop, Adobe Illustrator, Adobe Premiere, PowerPoint, and Microsoft Excel
- Fluent in both Spanish and English, encompassing reading, writing, and conversational proficiency
- Accomplished in Market research, Grids and data analysis to make informed decisions and strategies
- Proficient in both Panasonic GH5 SLR and Canon DSLR camera operations