

# Pete Adams

812.455.8701

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Compassionate and kind individual with two years experience working as an Administrative Assistant at Goodwill Industries Headquarters for Southwestern Indiana. Currently seeking a full-time position in Administrative work or similar customer service, clerical office work.

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## PROFESSIONAL EXPERIENCE

Evansville Goodwill Industries

2022-2024

### **Administrative Assistant**

- Answered and operated a multi-line phone
- Worked in a face-paced environment.
- Able to Multitask under high stress situations.
- Transferred calls to the correct individual
- Answered any questions from the public who came into our office.
- Guided the public to the correct office when needed.
- Used a Photocopier and Scanner and other office equipment.
- Worked on a major project backing up past and current employee files to digital format
- Gave out clothing vouchers for individuals in need
- Gave out bus tokens to employees when needed.
- Various other office duties when asked.

WNIN Tri-State Public Media

2017-2021

### **TV & Radio Traffic Operations Manager**

- Managed the on-air breaks between radio and television shows for WNIN.
- Worked directly with the Vice President of Television and with the Radio Operations Manager for WNIN.
- Entered data for all program announcements.
- Managed underwriting contracts by scheduling announcements according to each contract and generating affidavits for each client.
- Coordinated with management and production staff to assure accuracy and efficiency.
- Created lineup schedule videos to air daily at the top of the hour.
- WNIN Tri-State Public Media
- 2007 – 2017

### **Technical Director/TV Master Control Operator**

2007-2017

- Independently produced Evansville/Vanderburgh County live metro government meetings.
- Monitored television broadcasts and radio for WNIN.
- Adjusted broadcast errors for accuracy.
- Ensured that program breaks were filled.
- Recorded and edited programs for future playback.
- Added time and date to PBS promo videos to match WNIN schedule.

Education: **Vincennes University Associate in Applied Science Music & Audio Recording**