Pete Adams

812.455.8701 mobile

812.962.9470 home Evansville, IN petergfadams@gmail.com

**Office Assistant**

Compassionate and kind individual with 14+ years’ experience working for WNIN. Currently seeking a full-time position to ensure that tasked deadlines are met as well as work alongside with management and coworkers to make sure tasks are running smoothly and efficiently.

**KEY SKILLS**

* Data Entry
* Time Management
* Microsoft Office
* Tech Savvy
* Compassionate
* Reliable
* Communication
* Adaptable
* Team Player

**PROFESSIONAL EXPERIENCE**

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**

* 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 / CERTIFICATIONS**

VINCENNES UNIVERSITY, VINCENNES, IN

**Associates in Applied Science – Music & Audio Recording**

***2022.01.18.1151***