

EDWARD R. PLUMMER
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GOAL/OBJECTIVES

A position which will maximize opportunities to develop and implement programs, to organize people and events and to communicate positive ideas and images.

EDUCATION

Morehead State University, Morehead, KY.
Bachelor of Arts-May, 1987.
Major: Radio/TV. Minors: Government & History.
GPA: 3.02/4.0.

*Made Dean's List in Fall, 1985 and Spring, 1986.

*Inclusion in publications such as WHO'S WHO IN AMERICAN COLLEGES AND UNIVERSITIES.

*Completed part of Master's Degree in Communications.

*Most of education was hands-on training in all aspects of the Communications field, but also have training in aspects of Higher Education-Residence Life/Student Development.

SUMMARY OF SKILLS AND EXPERIENCE

*Eighteen years broad based and successful administrative experience in Communications, including nearly fifteen years at my present location, WFLE-AM/FM, along with Newscenter 12 and WAXZ/WAOL.

*Experience with Residence Life and Student Development/Student Activities/Alumni Development, and other aspects of Higher Education.

*Strong communications skills, both orally and in writing.

*Excellent organizational, liaison, coordinating and follow through skills.

SUMMARY OF SKILLS AND EXPERIENCES (cont.)

- *Able to work well with wide range of people and personalities.
- *Effective and efficient in getting the job done, meeting goals and expectations, and even going beyond set goals and expectations, in whatever projects or events that take place.
- *Able to work well under pressure situations and meeting deadlines.

RELATED PROFESSIONAL EXPERIENCE

COMMUNICATIONS

- *Exceptional communications and interpersonal skills-effective negotiator.
- *Skills in clearly interpreting and explaining regulations.
- *Outstanding person to person communications skills.
- *Excellent communicator-able to draw people out and put them at ease; effective in public speaking and media presentations; excellent mediator, moderator and facilitator.

CREATIVITY & PERFORMING SKILLS

- *Created, produced, directed, wrote, research and hosted PLUMMER'S PICKS, THE BAKER'S DOZEN and ON THIS DAY for Newscenter 12 broadcasts.
- *Successful created, wrote and published a speciality newsletter for Lambda Chi Alpha fraternity as an Alumni Correspondent, covering local and campus events, keeping within the budget, featured stories on new members, events of the fraternity as well as providing updates on Alumni events.
- *Created the HOMETOWN COUNTRY COUNTDOWN on WFLE, combining today's country, along with classic country, as well as keeping the public updated on news of the area and in Country Music.
- *Sharp, innovative, quick learner; proven ability to adapt to challenges as well the latest technological advances.

LEADERSHIP & MANAGEMENT

- *Ability to prioritize, delegate and motivate-effectively handled positions of major responsibility on a path of professional advancement-outstanding leader with proven

record of accomplishments.

LEADERSHIP & MANAGEMENT (cont.)

*Proven record of dependability with increasing responsibility; able to pull together and manage all aspects of complex projects.

PROFESSIONAL & POISE

*Skilled in handling the public with professionalism and sensitivity; poised and professional with both top management and support staff.

*Able to maintain a sense of humor under pressure situations.

*Resourceful and committed, can be counted on to get the job done; dedicated, professional attitude; mature and ready to work.

*Can be counted on to get the job done, with or without supervision; extremely dependable in completing projects accurately and on time.

WORK EXPERIENCE

WFLE-AM/FM, Flemingsburg, KY. (November, 2002-Present)

Announcer, anchor, writer, reporter, Program/Music Director, sports programming from Play-by-Play to programming created for radio, remotes, promotions/Public Relations of area events and local businesses, production work (Cool Edit Pro and other computer programs), along with other station functions.

WAXZ/WAOL, Georgetown/Ripley, OH. (March-November, 2002)

Announcer/Account Representative-working with area businesses as a PROBLEM SOLVER, through marketing plans, proposals and partnerships, creating new sources of income and establishing solid, honest business relationships. Other duties include remotes, promotions/Public Relations of area events and local businesses, production work using Pristine computer system, along with other projects and station functions.

WFLE-AM/FM, Flemingsburg, KY. (December, 1994-March, 2002)

Same as above, but also was an Account Representative, worked with billing, co-op and affidavits, Program/Traffic logs, along with other station functions.

SHONEY'S RESTAURANT, Morehead, KY. (June, 1990-December, 1994)

Cook/General Maintenance Worker-strong skills in organizing work flow, materials and

people in the general maintenance and upkeep of the restaurant, along with the responsibility of keeping all areas of the restaurant well stocked, as well as other functions when called upon.

WORK EXPERIENCE (cont.)

UNITED STATES CENSUS BUREAU, Flemingsburg, KY. (Summer, 1989)

Census Enumerator-Collected information data for the 1990 Census Bureau in Paris/Bourbon County, Kentucky area. Duties included updating addresses and maps, located housing units, conducted interviews with residents, maintained accurate logs and mileage.

NEWSCENTER 12, Morehead, KY. (August, 1985-May, 1987)

Senior Sports Editor/Writer/Reporter/Director/Anchor-working with audio/video equipment, CG, and script, researching and gathering stories, organizing and working with other departments in getting broadcasts ready for On-Air.

COOPER HALL, Morehead State University, Morehead, KY. (August, 1983-May, 1986)

Desk Worker-duties included providing information about residents, dealing with residents and guests from the most irate to most pleasant personalities; mailroom duties, checking ID's during Open House hours and for checking out equipment, logging all necessary repairs, collecting late fees, along with assisting RA's, Hall Directors and night clerks whenever necessary.

WMKY-FM, Morehead State University, Morehead, KY. (January-December, 1983)

Intern/Volunteer in Sports Department-writing, reporting, interviews with coaches, working with audio equipment, checking updates and working with other station departments.

AWARDS/ACHIEVEMENTS/OTHER SKILLS

*FCC Restricted Radiotelephone Operator's Permit since 1984.

*Nominated three times for Music Director of the Year, and also nominated twice for Country Station of the Year.

*1985-1986 Greek Man of the Year.

*1987 Sigma Sigma Sigma Sorority Big Man on Campus, as a fund raiser for their charity.

*Worked with MSU-TV and the Office of Residence Life in creating a training video for

residence director and RA's in handling situations that they may encounter in their jobs.

*Worked with audio production groups at Morehead State University on documentaries dealing with current issues. One dealt with problems in the Education system-the other, received a nomination by the chapter of Alpha Epsilon Rho, an organization for Radio/TV, dealing with Tobacco and the Tobacco industry.

REFERENCES

Office of Career Planning & Placement
Morehead State University
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