

SARA S. BILLINGSLEY

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EDUCATION

Associate of Science Degree, Broadcasting, New England Institute of Art, Brookline, MA; Phi Theta Kappa
B.A., Mathematics/East Asian Studies, Oberlin College, Oberlin, OH

RELATED SKILLS AND SOFTWARE

- Final Cut Pro
- Adobe Audition
- Adobe After Effects
- MS Office
- HTML
- MAC/PC
- Radio board op. ENCO & NETIA
- Backbone internet radio software
- TV Production Control Room (VTR, switcher, audio console, CCU, teleprompter)
- TV Studio camera operation
- Professional digital video camera operation
- Broadcast writing
- New media/Social Media
- Conversational German and Japanese

RELATED WORK EXPERIENCE

Senior Account Manager WWZN AM 1510 Revolution Boston, Quincy, MA September 2010-Present
Sells radio airtime and manages advertiser accounts. Commercial voice-overs. Traffic. Creates marketing materials. Special Projects: researches guests and show topics; coordinates live radio broadcasts at political and other events; films/edits interviews; manages radio station social media and updates and creates website content and advertising campaigns/banner ads (facebook, Twitter, OpenX)

Intern WWZN AM 1510 Revolution Boston, Quincy, MA February-August 2010
Performed radio market research. Developed Sales leads. Wrote Ad copy. Performed commercial voice-overs. Recorded and produced commercials. Wrote business proposals. Promoted and assisted with events.

Intern Greater Media Boston, Boston, MA June-August 2010
Researched and wrote web content for radio stations in Interactive Media unit at Boston division of national media company. Operated camera and edited digital video. Manipulated images. Designed web wireframes.

Operations Manager/Program Director/Announcer NEIALive.com, Brookline MA Sep 2009-Aug 2010
Hosted programs. Coordinated college station operations. Programmed content rotation and managed schedule using Backbone Internet radio software. Recruited and trained staff. Produced Promos & PSAs. Special events.

Leadership Donor & General Assistant WGBH Educational Foundation, Boston MA (volunteer) 1990-2004
Supported high-level donor program at public TV/Radio station. Hosted events. Assisted with pledge drives.

Member Outreach Specialist WGBH Educational Foundation, Boston MA 1988-1990
Raised over \$100,000 while fostering continued viewer/listener support. Participated in on-air fund drives.

OTHER WORK EXPERIENCE

Co-Founder/Director/Treasurer PTO Thrift Shop for the Arlington Public Schools, Arlington, MA 2001-2008
Ran award-winning, all volunteer, 501(c)(3) charitable status resale shop; raised over \$160,000 for the Arlington Schools. Maintained financial records.

Product Release Coordinator MRO Software, Inc (formerly PSDI), Bedford, MA 1996-2001
Multi-departmental liaison for large international software company. Worked with integrated software systems for order management, product packaging, pricing and client accounts. Designed Forms. Earned three *PSDI Pride* Awards.