Rachel Kasperek

ADDRESS
EMAIL
WEBSITE.

Media Experience:

- Digity, LLC Crest Hill, IL May 2014 – August 2014
  - **Position:** Production Assistant Intern
    - Provide professional voiceovers for clients
    - Produce spots using Adobe Audition
    - Upload spots into NexGen Prophet
    - Handle production orders on spots for weekly schedule
    - Shadow Production Director, Kevin Wood

- WCRX, 88.1FM Chicago, IL January 2014 – May 2014
  - **Position:** Production Assistant
    - Write and create PSAs, Sweepers, and Show Promos
    - Edit and produce content
    - Produce and edit weekly show, "The Process"
    - Operate all tech equipment (Pro Tools, Enco, Control Board)
    - Voice and produce imaging elements for WCRX FM

- Columbia College Chicago, IL November 2013 – Present
  - **Position:** Radio Department Office Assistant
    - Assist students, faculty, and staff
    - Update social media platforms (Facebook, Instagram)
    - Help in Student recruitment by giving tours of the facilities
    - Administrative duties (copies, mailing, printing)
    - Schedule and maintain data base for student-faculty appointments

Education:

- Columbia College Chicago, IL September 2011 – Present
  - **Major:** Radio (GPA:)

- Joliet Junior College Joliet, IL January 2013 – August 2013
  - **Major:** General Education

Media Skills:

- Digital Production (Pro Tools, Adobe Audition)
- Digital Automation Systems (Enco, NexGen Prophet)
- Ability to write, edit, and produce content
- Operation of control board
- Twitter, Facebook, Instagram, Pinterest, YouTube, Snap Chat

Relevant Courses:

- Production I and II
- Music Radio Broadcasting
- Radio Interviewing
- Radio Marketing and Promotions
- Ethics in Broadcasting

Academic Achievements:

- Columbia College Chicago Dean's List
- National Society of Collegiate Scholars