**TINA MARIA PALIFERRO**

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**OBJECTIVE** To obtain a challenging position in production, audience services, research, and/or broadcasting that will enable me to use my internships and strong work experience to make an impact at a national television/radio network station.

**EDUCATION** **Dominican University – River Forest, IL**

*Corporate Communications & Business/Television-Radio* *Broadcasting (2008- May 2012)*

GPA: 3.8

**EMPLOYMENT** **Telepictures/Warner Bros. - Chicago, IL**

  *Production Assistant- The Judge Mathis Show* (April 2016 – Present)

* Assists Producers, Associate Producers, Production Clerk, Stage Managers, and other Production Assistants with day-to-day productions and local errands
* Book guests for the show, complete evidence runs, confirm travel arrangements, and corresponds with litigants on a daily basis
* Greet show guests upon arrival and tend to their specific needs until departure- which includes ensuring timely arrival to greenrooms, and guaranteeing privacy and separation between Plaintiffs and Defendants

**CBS Radio – Chicago, IL**

*Promotions Coordinator/ Production Assistant - US99.5 WUSN- FM (*February 2013- Present)

* Provides on-site management while promoting WUSN-FM at weekly events; distributes branded promotional items while interacting and networking with clients and listeners
* Executes contests and events such as major station promotions, sales remotes, and concerts
* Conducts contest processing including the following: listener services, prize release forms, rules, and records
* Writes event recaps for clients and Account Executives
* Creates liners and schedules times for on-air promotions each week
* Maintains station’s online event page to reflect upcoming events and activities
* Assists in live-broadcasts and the set-up, execution, and tear-down of the Summer Concert Series

 *Fill- In Morning Show Producer- Lisa Dent & Ramblin’ Ray US99.5 WUSN-FM* (July 2015- July 2016)

* Worked directly with the ACM winners for Major Market Personalities of the Year 2015
* Researched world, local, and entertainment news for Lisa & Ray to execute on the show
* Screened listener phone calls to pull on-air content and gathered personal information from ticket winners
* Recorded and edited show promos/commercials using Adobe Audition
* Updated social media pages, blogged on the station website, composed questions for “Are You Smarter Than” contest, booked guests and on- air contributor known as “Mambo Italiano”
* Organized and executed the 2015 No Budget Wedding

 *Broadcast Intern - B96 WBBM-FM* (January 2012- May 2012)

* Assisted the On- Air Nights Personality Jason Cage
* Learned the functionality of the studio equipment and developed on-air skills
* Interacted with listeners, took calls, and controlled commercial log

 *Promotions Intern - B96 WBBM- FM* (August 2011- January 2012)

* Reported directly to the Promotions Manager with numerous office duties and responsibilities
* Interacted and networked with a variety of vendors, listeners, and clients
* Assisted in live-broadcasts and the set-up, execution, and tear-down of the B96 Pepsi Jingle Bash

**RELEVANT The Steve Harvey Show/NBC Universal – Chicago, IL**

**EXPERIENCE** *Production Assistant (*August 2015 & November 2015)

* Supported the Line Producer, Senior Audience Coordinator, and production teams by providing assistance to executives during the Season 4 Premiere Show/ Holiday Shows
* Directed audience members to correct holding areas and talent to appropriate greenrooms
* Distributed giveaways at conclusion of show

 **Season 17 BIG BROTHER/CBS Television Studios – Chicago, IL**

*Casting Recruiter* (March 2015- April 2015)

* Visited bars, sporting events, festivals, malls, colleges, etc. and recruited individuals for auditions
* Assisted with the open call (VIP check-in) and callbacks

**SKILLS** Basic Italian, Broadcasting, Marketing, Recruiting, Entertainment Reporting, Radio & Television Production, Booking, Public Relations, Blogging, Social Media, Word Press, Power Point, Music Review, Adobe Audition, Audio Vault, Vox Pro, Promo Suite, Filemaker, Excel & Microsoft Office