### TIMOTHY J. SMITH

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#### Education

Anytown State College, Anytown, New Hampshire

Bachelor of Arts, Communications, May 2014

Major: Communications, concentrations in writing and radio promotion

GPA: 3.50, Graduated Cum Laude

York St. John University, York, England Study Away Program Spring, 2013

# Work

# Experience

# A-Plus Promotions, Framingham, Massachusetts

College Radio Promotions Assistant

September, 2014 - present

- Organized the continual shipping of twenty rotating clients' records to over 100 college radio stations in the United States and Canada
- Monitored the promotional cycle of said clients' records through Facebook, email, and phone canvasing as well as processed resulting data for CMJ charting.

# Monadnock Music, Peterborough, New Hampshire New Hampshire's Premier Classical Music Festival

Promotions and Marketing Intern

June, 2014 - August, 2014

- Responsible for the marketing and promotional strategy of a seven week classical music concert series held throughout the Monadnock region of New Hampshire
- Directly interfaced with the company's board of trustees and corresponded with >1,000 paying members on the concert series' budgeting and future seasons.

## Anytown State College Center for Writing, Anytown, New Hampshire

Writing Tutor

August, 2012 - May, 2014

- Provided tutorial services to Anytown State student population
- Assisted students in the development, editing, and structuring of papers
- 1 of 15 student tutors trained to tutor grammatical, syntactic, and structural errors
- Conducted frequent correspondence with students, professors, and tutors to discuss writing

#### WKNH, Anytown, New Hampshire

#### Anytown State's official, student-run radio station

General Manager

October, 2011 - January, 2013

- Responsible for the overall operations of the radio station with a budget of \$40,000
- -Supervised and trained over two dozen student and community DJs
- -Organized a music compilation featuring multiple national touring bands and a 2012 Grammy Award winning act to benefit a local arts and music venue.
- DJ host of two weekly radio shows

**Promotions Director** 

March - October, 2011

- Responsible for the promotional activities of the radio station with a budget of \$3,000
- -Organized concerts, advertising, and helped in the creation of WKNH merchandise

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-Interviewed over twenty four local and national music acts over the span of 8 months for broadcasting and photographed several concerts that toured in and around Anytown

### The Office of US Senator Scott Brown, Boston, MA

Summer Intern

May - August, 2012

- Administered completion of legal documents for the Senator's cases related to Housing and Homeless Affairs
- One of thirty interns picked selectively for the Senator's Boston office summer internship

## Top Line Studios, Anytown, MA

Intern

May - August 2012

- Receptionist and provided promotional support for budding film studio focused on promotional film
  - Utilized outbound marketing and promotion techniques to aid social media development (i.e. growing their Twitter and Facebook reach)

# Additional Experience

# The Kraft Group, Foxboro, Massachusetts Owners of The New England Patriots and Patriot Place

Customer Service Liason - Ticketing Office

September, 2014 - present

- directly executing all game day ticket handling for will call patrons
- process ticket data in a fast paced work space with over 20 fellow liasons

## The WKNH Acoustic Compilation

Compilation Organizer

July, 2011 - November, 2012

- Spent over a year compiling songs for a digitally-released acoustic compilation with all proceeds benefitting the arts program of a local Anytown, NH music venue, "The Starving Artist"
- Personally contacted over one hundred artists (100), labels, and managers; worked extensively with twenty-two bands (22), including the Grammy award-winning band The Civil Wars, Say Anything's Max Bemis, and Mike Kinsella of Owen and Cap'n Jazz fame

Awards

Anytown State College Dean's List, 2011-2014

Anytown State College Class of 2014, High Honors

Boys Scouts of America, Eagle Scout Rank

Boys Scouts of America, Troop 99, elected Assistant Scout Master

To whom it may concern,

I was referred to you through LinkedIn in regards to the open Audience and Member Services Representative position at WGBH. After reviewing the role's responsibilities and qualifications, I feel my previous experience and personality would work very well in WGBH's culture.

I recently graduated Cum Laude and received my Bachelor's in Communications with concentrations in writing and radio management from Anytown State College. In my time at ASC, I served on the executive board of my campus's station, WKNH, as General Manager and Promotions Coordinator. In that time, I organized six concerts, a dozen other events, and a benefit compilation featuring Grammy-Award winning duo The Civil Wars. Currently, I work as a part-time College Radio Promotions Assistant for A-Plus, a local promotions company that works with celebrated artists like Primus and The Dresden Dolls/Amanda Palmer.

As I prepare to move into the city within the next few months, I feel WGBH would benefit greatly from what I can offer and I look forward to speaking further about this opportunity. My contact information is below or can be found on my resumé/LinkedIn.

Many thanks,

Tim Smith 508.123.4567 timothyjSmith@gmail.com