

timothyjSmith@gmail.com

- 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