

Johnette Reed

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EDUCATION

American University Washington, D.C. 20016

M.A. Interactive Journalism-Multimedia Journalism Concentration *expected graduation May 2013*

Bennett College Guilford County, Greensboro, NC 27401

B.A. Mass Communications-Broadcast Journalism Track Concentration *May 2007*

EMPLOYMENT HISTORY

Social Security Administration 315 N. Washington St, Rockville, MD 20850

Claims Representative *April 2010-current*

- Assists individuals in establishing entitlement to receive retirement benefits
- Represents programs before the general public, provides information to the media, community, and local officials
- Assists individuals in establishing entitlement to receive Medicare insurance
- Evaluates information/evidence to ensure regulatory benefit entitlements
- Interacts with people of varying backgrounds, education and experience
- Strategizes with management and peers to develop effective media campaigns for local field office.

D.C. Public Schools 825 N. Capitol St NE, Washington, DC 20002

Instructional Aide Counselor *September 2009- April 2010*

- Responsible for meeting the educational goals of special needs students
- Provides daily instruction to small groups of students within the classroom
- Ensure classroom management for lead teacher
- Builds relationships with students to help reach individual educational goals
- Provide any and all instructional support to lead teacher as needed
- Develop working plan with lead teacher and students to ensure progression throughout the school year.

Sovereign Bank 69 Madison Ave, Lakewood, NJ 08701

Teller *August 2008- April 2009*

- Responsible for ensuring excellent customer service while upholding a professional demeanor
- Processed bank transactions including mortgage and loan payments regularly
- Responsible for extensive product knowledge as well as weekly and quarterly sales goals
- Worked with team members to provide customers with product advice and helped settle client disputes or complaints
- Assisted customers in understanding company offers and benefits
- Performed clerical duties associated with the position such as: filing, emailing, and answering phones.

WMBB News 13 613 Harrison Ave, Panama City, FL 32401

Production Technician *September 2007-March 2008*

- Responsible for keeping pace with newscast via teleprompter operations
- Distributed scripts and rundowns to all show personnel
- Assisted with morning show cut-ins to national programming
- Trained on various broadcast support equipment
- Worked regularly to meet morning and evening newscast deadlines
- Regularly assisted with editing for morning and evening newscast by shooting and editing video
- Knowledgeable and proficient in Grass Valley Non-Linear Editing, Final Cut Pro Editing.

TRAINING

Student Reporter American University, Washington DC, 20016 September 2012-Current

- Writes copy for news packages including reporter and anchor scripts
- Shoots stories
- Edits stories using final cut pro 7 for weekly broadcast

Research Writing Bennett College, Greensboro NC, 27401 *January-May 2004*

- Combined in classroom study, in library, and field research to teach research methods applicable to the field

- Emphasized writing research findings in MLA format

Database Management Bennett College, Greensboro NC, 27401 *January-May 2007*

- Provided in-depth experience using spreadsheet and database system development software to manage data.

Computer Applications Bennett College, Greensboro NC, 27401 *January-May 2005*

- Provided a comprehensive knowledge of computer operating systems and applications
- Extensive hands-on activities were used to equip students with the skills required to enhance productivity in both academic and industrial sectors
- Projects were focused on word processing, spreadsheet, database, desktop publishing, presentation graphics, the Internet and Web page design.

VOLUNTEER EXPERIENCE

Community Organizer, *Obama for America Campaign*, Lakewood, New Jersey *March 2008-November 2008*

- Responsible for organizing community voting events
- Orchestrated two voter registration drives known as “Get out the vote” campaigns
- Responsible for event setup and breakdowns. Assisted with local poll setup and operation in various states
- Responsible for local recruitment to assist voter registration and voter day turnout

Miss Bennett College, *Bennett College*, Greensboro, NC *May 2006-May 2007*

- College liaison elected by peers to act as a recruiter and strengthen relationships between the student body, faculty, community, and prospective students
- Required to speak and appear at various events that called for professional demeanor and to master verbal and written communication skills

Orientation Leader, *Bennett College*, Greensboro, NC *August 2004- August 2006*

- Primary responsibilities to help first-year and transfer students make a smooth transition into Bennett College by serving as a resource and role model
- Assisted with room assignments, Parent Orientation, and campus tours
- Helped first-year student become familiar with campus offices, buildings, faculty, and staff

Community Service Director at Greensboro Public Library, Guilford County, NC *May 2005- May 2007*

- Established tutoring and literacy programs with local students

REFERENCES AVAILABLE UPON REQUEST