

Zhinia Harden
Killeen, Texas
Mobile: 253-335-1979
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Work **Dragon Hill Lodge**
Experience: Unit #15335
APO, AP 96205-5335 United States

09/2012 - Present

Salary: 25,000.00 USD Per Year

Hours per week: 40

Broadcasting Liaison /Guest Relations Coordinator (This is a federal job)

Duties, Accomplishments and Related Skills:

Managing the Sales and Marketing email by replying to emails in a timely manner on concerns, suggestions and questions and ICE. Entering data for all departments Daily Comment Cards. Working with all departments to resolve guest's complaints. Managing the companies social media sites(i.e. Facebook, Twitter) by checking and responding to pages throughout the day and by adding content weekly. This includes specials of the month and helping create newsletters.

Briefing incoming soldiers daily about the establishment. Use professional digital cameras to create graphics for Guest Relations Monthly Boards. Write and record scripts for Guestroom voice mails. Host the weekly radio show to promote the hotel. Write scripts for television and radio programming while helping assist in converting it into a video production. Ensure that all scripts and video productions are satisfactory to the General Manger of the hotel. Other duties include event planning and project coordinating.

Supervisor: Roxanne Holland (738-2222/6700)

Okay to contact this Supervisor: Yes

WWBT-NBC 12

5710 Midlothian Turnpike
Richmond, VA 23218 United States

01/2012 - 06/2012

Salary: 8.00 USD Per Hour

Hours per week: 30

News Content Specialist

Duties, Accomplishments and Related Skills:

Interpret new scripts and edit video for newscast production by using Edius a nonlinear system. Continually check completed video project to ensure it's done satisfactory. Run audio, prompter and studio cameras for the newscasts. Make beat calls, assist on the assignments desk and post and write stories and scripts to the web.

Supervisor: Craig Harrison (804-230-1212)

Okay to contact this Supervisor: Yes

Fisher Communications KEPR-KIMA

2807 W Lewis St

Pasco, WA 99301 United States

04/2011 - 10/2011

Salary: 11.00 USD Per Hour

Hours per week: 40

Multi-Media Journalist

Duties, Accomplishments and Related Skills:

Develop and plan live or taped video segments. Compile data from various sources, investigate, analyze and write stories. Operate studio cameras and recorders while editing with a nonlinear system to create news story projects. Taking video footage (motion and stills) acquired to create news segments suitable for broadcasting by conveying scripts and turning them into a video production. Post and write stories and scripts to the web.

Supervisor: Robin Wojtanik (509-547-0547)

Okay to contact this Supervisor: Yes

WTVR-CBS 6

3301 W Broad St

Richmond, VA 23230 United States

01/2011 - 04/2011

Salary: 7.50 USD Per Hour

Hours per week: 25

Newsroom Trainee

Duties, Accomplishments and Related Skills:

Working closely with reporters and independently to gather information to create new stories and video projects. Writing structured and organized stories. Run audio, prompter and studio cameras for the newscasts. Make beat calls, assist on the assignments desk. Continually check completed video project to ensure it's done satisfactory.

Supervisor: Shelby Brown (804-254-3600)

Okay to contact this Supervisor: Yes

Love and Kindness Childcare Learning Center

4813 Pacific Ave S.

Tacoma, WA 98408 United States

06/2006 - 04/2011

Salary: 11.00 USD Per Hour

Hours per week: 40

Human Resource Relations Administrator (Seasonal)

Duties, Accomplishments and Related Skills:

Responsible for greeting potential customers and visitors. Provided knowledge about the establishment and future goals of the company. Administer compensation, benefits and performance management systems, and safety and recreation programs. Identify staff vacancies and recruit, interview and select applicants. Provide current and prospective employees with information about policies, job duties, working conditions, wages, and opportunities for promotion and employee benefits. Responsible for resolving parent situations individually. Most of the time meetings are held by meetings, telephone calls and letters that require feedback. Perform difficult staffing duties, including dealing with understaffing, refereeing disputes, firing employees, and administering disciplinary procedures. Advise Director on organizational policy matters such as equal employment opportunity and sexual harassment, and recommend needed changes. Administering a yearly survey to identify the concerns, needs and expectations that the parents may have. For example, provided meals, facility hours and transportation. Analyze and modify compensation and benefits policies to establish competitive programs and ensure compliance with legal requirements. Plan and conduct new employee orientation to bring positive attitude toward organizational objectives. Identifying and advising the Director and employees about personnel issues or problems such as routine leave or attendance, hours of work, or adverse action questions or disputes. Plan, direct, supervise, and coordinate work activities of subordinates and staff relating to employment, compensation, labor relations, and employee relations. Analyze training needs to design employee development, language training and health and safety programs. Conducts exit interviews to determine reasons behind separations. Represent organization at personnel-related hearings and investigations. Introducing studies to develop management interests and work with the union on interests at the bargaining table which typically have a significant impact on production. Prepare and follow budgets for personnel operations. Maintain company salary structure, job documentation, and job evaluation systems. Advising managers on appropriate procedures and practices involved in developing or modifying employee performance, awards, and other productivity measurement and improvement programs. Provide advice, assistance, and follow-up on company policies, procedures, and documentations. Coordinate the resolution of specific policy-related and procedural problems and inquiries. Maintains and updates contact information to support communication with all necessary points of contact. Other related duties as assigned. Led weekly presentation briefings for staff members. Provided graphic presentations for training updates that followed in line with Washington State regulations. Arranged annual follow-ups regarding parental suggestions and concerns provided from survey.

Supervisor: James Watson (253-495-3093)

Okay to contact this Supervisor: Yes

WWBT- NBC 12

5710 Midlothian Turnpike
Richmond, VA 23218 United States

05/2010 - 08/2010

Salary: 7.00 USD Per Hour

Hours per week: 30

Newsroom Trainee

Duties, Accomplishments and Related Skills:

Writing structured and organized stories. Operate studio cameras and recorders while editing with a nonlinear system to create news story projects. Run audio, prompter and studio cameras for the newscasts. Make beat calls, assist on the assignments desk. Continually check completed video project to ensure it's done satisfactory. Working closely with reporters and independently to gather information to create new stories and video projects.

Supervisor: Craig Harrison (804-230-1212)

Okay to contact this Supervisor: Yes

CNN

820 First St NE
Washington DC, DC 20002 United States

01/2010 - 05/2010

Hours per week: 25

Situation Room Newsroom Trainee

Duties, Accomplishments and Related Skills:

Work closely with Anchors and reporters primarily Wolf Blitzer and team to produce a daily newscast. Produce the daily "Wow" segment by using I-News technology to write scripts. Gather motion and still clips and edit them into a produced video segment. Continually check completed video project to ensure it's done satisfactory. Run studio cameras, prompters, and floor directing.

Supervisor: Brian Burch (202-898-7900)

Okay to contact this Supervisor: Yes

Education: **Troy University** APO, AP United States

Master's Degree 04/2014

GPA: 3.5 of a maximum 4.0

Major: International Relations **Honors:** Cum Laude

Virginia Union University 23220, VA United States

Bachelor's Degree 04/2011

GPA: 3.2 of a maximum 4.0

Credits Earned: 122 Semester hours

Major: Mass Communication **Honors:** Cum Laude

Relevant Coursework, Licenses and Certifications:

News Reporting

Advanced Reporting

Communications Law

Visual Communications

Job Related Training: Apple, Publisher, Excel, Access, Kiosk, CSI Skills,
Final Cut Pro, Edius, Avid, I-News and ENPS production software, Sony Vegas,
Production and Video Editing Training.
August 2007 - April 2011

Language Skills:	Language	Spoken	Written	Read
	English	Advanced	Advanced	Advanced

Affiliations:

Broadcast Media Professionals - Broadcast Member

Additional Information: Employee Recognition Award

December 2013

You've Been Caught Doing Something Good Award

December 2013