

LaToya M. Porter
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OBJECTIVE

Young energetic, enthusiastic, and self-motivated College Graduate seeks employment with prominent Public Relations Firm. Recently received a degree in Mass Communications and am eager to pursue a career in the Broadcasting Industry. Special areas of interest are Public relations, Productions, Sports, and Promotions. However, I would like to be considered for other available positions as well.

INTERNSHIP

Intern accomplished at WAKA-8 Television Station in Montgomery AL. Participated in the sports program as a videographer and snapped live-shots at Auburn and Alabama Basketball games. Interviewed players at the Senior Bowl held in Mobile AL.

SUMMARY OF SKILLS

Familiar with the editing systems Avid and Premier

Assisted DJ personalities at WVAS 90.7 and also had the opportunity to conduct and host the afternoon Jazz Radio Program as well as operate the switchboard. Also conducted the news program

Worked in Production with Program Director at WVAS 90.7

Attended and assisted in various events with WVAS 90.7 in 2006, one event in particular was the River walk Jazz Festival

Possess photography skills. Captured photographic shots utilizing Canon Cameras to obtain shots for field work for class project

COMPUTER SKILLS

Proficient in Power point, Access, Excel, Microsoft Word, and WordPerfect

EDUCATION

August 2002 – May 2007

Alabama State University, Montgomery, AL

August 1999 – May 2002

Northside High School Graduate, Warner Robins, GA

RELEVANT COURSES

Courses that I have taken to prepare myself for a career in Communications are as follows:

Radio and Television Announcing-CMM323, Beginning Newswriting-CMM212, Radio and Television Newswriting-CMM244, Electronic News Gathering-CMM408, and Advance Broadcasting-CMM414, Radio Programming and Production-CMM324, Broadcast Management, Feature Writing-CMM327, and Practicum at WVAS-CMM440. I have also taken English 131 and 132 TV Production CMM 214.

WORK EXPERIENCE

**Jenerations Insurance Company
Administrative Assistant
Montgomery, AL**

February 2007- July 2007

Responsible for assisting clients with insurance payments, questions, and concerns, answering phones, and monitoring and responding to email correspondence. Also responsible for typing letters and other relevant correspondence as needed.

**Marshalls Department Store
Cashier/Sales Associate
Montgomery, AL**

June 2006 – June 2007

Served as a cashier and floor sales associate in a retail setting. My duties included marking down merchandise and moving them to the sales floor as well as provide customer service.

**5 Point Arts and Design Shop
Retail Manager
Montgomery, AL**

August 2004 - August 2005

Supervised employees in a retail environment. Other duties included interviewing prospective staff, creating and maintaining personnel files, designing store layouts for display and conducting employee evaluations. Also operated a computerized cash register and performed nightly audits. Established and maintained a great repor with customers. Maintained inventory by ordering and replacing out of stocked items. Assisted customers with their inquiries and purchases.

**Alabama State University
Equipment Manager
Montgomery, AL**

March 2003 - December 2005

Managed and distributed equipment for the football team at Alabama State. Responsible for ensuring that the player's equipment was functioning properly. Responsible for retrieving all equipment post game. Captured photographic snap shots at football games utilizing Canon Digital and 35mm Cameras to obtain shots for field work for class project.

**Olive Garden
Hostess
*Montgomery, AL***

January 2003 - April 2003

Greeted customers in a general reception area and escorted them to their table. Operated computerized cash register.

REFERENCES

References will be furnished upon request.

