

Alexandra E. Smolen

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Education

Emerson College

Boston, MA

Bachelors of Science in Broadcast Journalism, May 2010

Honors: Society of Professional Journalism
Deans List 2009 & 2010

Professional Experience

Markley Group, Boston, MA

April 2010 – Present

Operations Administrator and Client Representative

- Organization of operations utilizing contactors for client goals and needs.
- Central communications liaison assuring quality control and project fulfillment.
- Responsible for informational packets to inform executives and clients
- Coordinating inter-organizational functions and presentations

WHDH NBC, Boston, MA

October 2008 – April 2011

News Writer

- Scriptwriter for primary content used by newscasters.
- Digital and Audio editing for use in live broadcasts.
- On-site interviews and research for broadcast content.
- Review, organization, and editing of completed on air content.
- Operation and use of technical equipment during live broadcasts.

NBC Universal, New York, NY

May 2009 – August 2009

News Archive Sales Intern

- Expert use of entire NBC Video and Data Archive
- Composition of individual and group events for clientele use
- Creation of reels for broadcast content upon request

WERS 88.9FM Boston, MA

May 2007 – May 2008

Principal Reporter

- Interviewed Boston professionals and community leaders on various topics including copyright law, tourism, ecology and healthcare.
- Composition of on air show featured on Sunday primetime spots.

WTOP 103.5FM, Washington DC

September 2007 – June 2008

Associate Producer

- Organizational responsibility for procuring primary content to air on “Inside Government” national radio show.
- Secured expert guests for on air interviews to discuss pressing political topics.
- Research of topics including the 2008 presidential election, global warming, healthcare, and national security
- Coordinated regional media events for issues such as law enforcement and Homeland Security.
- Secured media ad placements for national news including CBS, the National Journal.