

Janice Norwood

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Summary

Resourceful Communication Professional driven to succeed. Background in the media industry with exceptional follow up, presentation and research skills.

Skills

- Public speaking
- Content writer
- Broadcast log and report management
- Time management
- Follow up
- Detailed oriented

Experience

BROADCAST PRODUCTION INTERN | 06/2018 to Current

Southfield Cable 15 - Southfield, MI

Accompany producers and directors in the field on various assignments performing live video shoots. Collaborate with team leadership and other key stakeholders on key editing and production decisions. Act as on-air talent for community events. Conduct live interviews. Prepare script writing and other related tasks as assigned.

INTERNET NEWS CHANNEL HOST | 01/2012 to 03/2015

Museark Internet TV - Detroit, MI

Wrote and produced compelling investigative and human interest material. Performed voice over and on-air talent work enhancing overall quality of the network.

RADIO TALK SHOW HOST | 02/2009 to 08/2009

Sensible Business Technical and Leadership Institute - Crawford Broadcasting Company - Detroit, MI

Interviewed high profile guests on The Forum Radio Show/WMUZ 103.5 fm. Produced and wrote talk show subject-matter. Coached guests on live radio etiquette adding 100% value to the WMUZ 103.5 fm product.

TELEVISION BOARD OPERATION ENGINEER | 08/2000 to 12/2006

Total Christian Television - Detroit, MI

Handled all aspects of maintaining quality broadcast signal for program broadcasting. Managed broadcast logs and reports. Operated camera. Wrote and performed voice over material.

Technical Skills

<u>Skills</u>	<u>Experience</u>	<u>Total Years</u>	<u>Last Used</u>
Microsoft Office	Intermediate	10	2018
Premiere Pro Editing Software	Entry-Level	0	2018
Sony PXW-Z150 Camera	Entry-Level	0	2018

Additional Experience

INSURANCE SERVICE ADVOCATE | 04/2017 to 01/2018

Multi-Diversified Services - Southfield, MI

CERTIFIED MARKETPLACE NAVIGATOR | 04/2016 to 04/2017

City of Garden City - Garden City, MI

INDEPENDENT HEALTHCARE MANAGER | 01/2012 to Current

Independent Healthcare Manager - Westland, MI

CASE MANAGER | 01/2009 to 01/2012

Employment Training and Designs - Wayne, MI

CASE MANAGER / JOB DEVELOPER | 10/2002 to 10/2007

Development Centers Incorporated - Detroit, MI

Education and Training

Eastern Michigan University - Ypsilanti, MI, United States | **Bachelor of Science**

Telecommunication and Film

- Dean's List Academic Achievement
- Television Broadcast and News Writing coursework
- English and Creative Writing coursework