

# Rachel Adams-Howard

784 Alcazar Avenue, Cocoa, FL 32927

Tel: 407 -739-2559 [Rachel211@yahoo.com](mailto:Rachel211@yahoo.com)

## EXPERIENCE

### **Fox Sports (Sun Sports/FSN Florida)**

**2005-Present**

#### **Creative Services Video Editor**

1000 Legion Place, Suite 1600, Orlando FL 32801 (407) 648-1150

Creation of promotional commercials for upcoming events, major league games, contests, sales presentations and general station promotion; using traffic logs to plan priority of projects and their completion, editing, design, revisions, sound mixing, writing scripts, contacting national master controls with tape feed information, daily overnight shipping

### **Dynetech**

**2004-2005**

#### **Event Planner**

255 South Orange Ave, Suite 600, Orlando FL 32801(407) 206-6500

Event management in three large cities with multiple events in each city, each week; build traveling files for Sales Reps, budgets, maintain multiple vendor relationships via phone, rentals, contracts, networking, area research, price negotiation, result reports, record of reviews of vendors/hotels, reworking events each week to increase attendance through multiple venues, travel accommodations, maps, basic office clerical tasks

### **KNBN, Rapid Broadcasting**

**2000-2004**

#### **Promotions Manager (2002-2004)**

#### **Promotions Editor (2001-2002)**

#### **Master Control Operator (2000-2001)**

2424 South Plaza Dr, Rapid City SD 57702, (605) 355-0024

Implementation of all promotional aspects of KNBN, KKRA, and KAUN, event planning, public relations, studio tours, community projects, traffic, graphic design, spot placement, camera work, script writing, photography, quarterly network paperwork, spot contracts, digital editing, scripts, camera work, public relations, spot logs, keeping discrepancy reports

### **Black Hills State University Programming Board**

**1998-2000**

#### **Publicity Chairperson, Kaleidoscope Chairperson, Executive Board**

1200 University Ave, Spearfish SD 57799, (605) 642-6769

Event planning, publicity, public relations, contract negotiations, budgeting, facility reservations, accommodations, transportation, leading committee meetings, community service, and working with media relations

## EDUCATION

Black Hills State University, Spearfish SD

BS in Mass Communications, minor in Speech Communication

Student Volunteer of the Year 2000 - University Programming Board, NACA, Today Paper Photo Editor, 89.1 DJ, BHTV Producer, Pangburn Hall President

## SKILLS

Mac, PC, Internet

Photoshop

Avid

Final Cut Pro

After Effects

Microsoft Office

## REFERENCES

Sari Mankuta - Full Sail University, Orlando FL (407) 679-6333

Tori Robbins - KNBN, Rapid City SD (605) 355-0024

Ken Lehner - Fox Sports, Orlando FL (407) 245-2539