

# Charlie Burnett

📞 (812) 555-4932 ✉ charlie.burnett@example.com

🌐 linkedin.com/example/charlieburnett 📍 Terre Haute, IN 47807



## SUMMARY

University student preparing for radio and sports media work through supervised studio labs, campus media activities, and live sports production projects. Hands on practice includes **audio console** operation, audio level management, **play by play** support, **on air software** workflows, WideOrbit concepts, PSAs, sponsorship messages, **station imaging**, bumpers, intros, outros, and Legal IDs. Football, basketball, and baseball programming experience supports accurate timing and steady coordination with broadcast teams during breaks, delays, and changing live conditions. Academic work has strengthened critical thinking, multitasking, planning, written and verbal communication, problem solving, and computer based media operations. Courteous teamwork, ethical conduct, NCAA compliance awareness, and inclusive interaction guide work with students and diverse campus communities. Ready to contribute dependable studio support and continuous live programming value.

## EDUCATION

**Bachelor's Degree in Communication, Media Studies Concentration**

2028

Indiana University Bloomington GPA: 4.0

Bloomington, IN

***Coursework:** Radio production, sports media, audio engineering, interpersonal communication*

## TECHNICAL SKILLS

- **Broadcast Audio:** Audio consoles, audio level management, studio signal flow
- **On Air Systems:** WideOrbit, on air software, computer playback
- **Sports Coverage:** Football, basketball, baseball
- **Broadcast Elements:** PSAs, sponsorship messages, station imaging
- **Program Timing:** Bumpers, intros, outros
- **Station Compliance:** Legal IDs, NCAA rules, institutional rules
- **Live Production:** Play by play, game breaks, media timeouts
- **Communication Tools:** Talkback, broadcast logs, production cues
- **Audio Content:** Recorded audio, spoken updates, playback sources
- **Work Methods:** Multitasking, critical thinking, problem solving

## SKILLS

- |                      |                        |                         |                        |
|----------------------|------------------------|-------------------------|------------------------|
| • Live sports radio  | • Broadcast timing     | • Critical thinking     | • Verbal communication |
| • Audio consoles     | • Play by play support | • Multitasking          | • Teamwork             |
| • On air software    | • Sports programming   | • Problem solving       | • NCAA compliance      |
| • WideOrbit concepts | • Computer operations  | • Written communication |                        |

## EXPERIENCE

**Student Board Operator, Sports Radio**

August 2026 - Present

Student Media Lab

Terre Haute, IN

Support supervised football, basketball, and baseball broadcast simulations in a campus studio. Manage audio consoles, computer playback, prepared logs, and WideOrbit style workflows while coordinating with student broadcasters and instructors. Review sessions for timing, level, and communication improvements.

- Ran supervised **football** broadcasts with student play by play teams and instructor game scenarios
- Balanced announcers, **PSAs**, sponsorship messages, imaging, and recorded elements on audio consoles
- Practiced **WideOrbit** workflows during broadcaster transitions, **media timeouts**, and live programming changes
- Triggered **bumpers**, intros, outros, and **Legal IDs** from prepared logs against broadcast clocks
- Maintained talkback communication during breaks and delays, coordinating concise returns to coverage
- Reviewed recordings with instructors, documented timing errors, and applied corrections during later sessions

**Sports Audio Producer, Academic Project**

January 2026 - May 2026

Course Project

Terre Haute, IN

Produced a supervised simulated college basketball broadcast covering pregame, game segments, media timeouts, breaks, and postgame content. Coordinated recorded audio, sponsorship reads, PSAs, console inputs, playback sources, timing adjustments, and short on air updates for a student production team.

- Produced a simulated **basketball** broadcast combining commentary, imaging, sponsorship reads, and scheduled PSAs
- Built a run of show mapping segments, timeouts, breaks, and postgame responsibilities for teammates
- Configured console inputs and playback sources, testing levels before each rehearsal for clear audio
- Responded to instructor **delays** by reprioritizing playback elements and communicating revised cues
- Delivered prepared sports updates during simulated breaks with concise live radio communication
- Analyzed production errors, technology choices, **teamwork**, and timing improvements during post project review

**Studio Operations Assistant, Campus Radio**

August 2025 - December 2025

University Project

*Terre Haute, IN*

Completed supervised studio operations work focused on signal flow, audio console controls, computer playback, production logs, and introductory on air software concepts. Worked in rotating student teams while organizing audio assets, following instructions, documenting procedures, and building reliable studio habits.

- Completed studio exercises covering signal flow, console controls, computer playback, and **on air software**
- Assembled production logs with segment timing, sources, and **station elements** for recorded practice
- Switched microphones and playback sources while protecting cue timing and recording quality
- Organized **intros**, **outros**, imaging, and public service audio with clear retrieval conventions
- Worked in rotating teams, following **written instructions** and adapting respectfully across production roles
- Documented procedures, learning goals, **ethical conduct**, and corrections after each studio exercise

**PROJECTS**

---

**Live Sports Audio Production** 📅 2026

A supervised basketball broadcast project brought student producers together around shared timing, clear cues, and calm responses when rehearsals changed. The team coordinated commentary, sponsorship reads, PSAs, imaging, and break coverage while reviewing production choices after each session.

**Campus Radio Studio Operations** 📅 2025

This supervised studio project built practical habits through shared logs, rotating roles, and careful audio asset organization. Student teammates practiced signal flow, microphone changes, playback, and respectful communication during recorded production exercises.

**LEADERSHIP & AWARDS**

---

- Dean's List, Spring 2026, recognized for strong academic performance.
- Student Media Project Recognition, 2026, honored contribution to a supervised sports radio production.

**CERTIFICATIONS**

---

- Audio Production Basics 📅 2026
- NCAA Compliance Awareness Training 📅 2026

**PROFESSIONAL AFFILIATIONS**

---

- Student Radio Production Volunteer, Campus Media Association, 2025 to Present.
- Sports Media Peer Practice Group, 2026 to Present, sharing broadcast practice and feedback.

**LANGUAGES**

---

- English (Native)
- Spanish (Beginner)

**ADDITIONAL INFORMATION**

---

**Work Status** : Authorized to work in United States. No sponsorship required.

**REFERENCES**

---

AVAILABLE ON REQUEST