

JADE LEAH BURNS

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BIO

Jade is an Honors College, Dean's List graduate of Long Island University Post. With figuring out what she wanted to do at a young age, Jade launched the first freshman class participation approval of communications for her high school. Climbing the ladder, Jade became the production manager of the station where she produced and edited stories, anchored, and made and edited videos. Jade took the opportunity to pursue her dream in college. After years of writing for her University newspaper and online website, and creating content for their station, it's time for Jade to spread her wings and find her one true passion in the real world.

SKILLS

Content creation - Marketing / sales - Persuasive communication - Digital media sales - TV broadcasting - Friendly - Positive attitude - Excellent leadership skills - Team building - Independent work - AP style - Adobe PhotoShop - Adobe Audition - Social media

EXPERIENCE

JET24ABC, FOX66, yourerie.com (Action News) | Erie, PA

Morning News Producer

May, 2022 - Current

Produces daily newscast items for broadcast across all platforms, decides the order in which stories will be told, writes teasers and other content, times news programs, edits video, and posts video to the website. Writes and orders news stories; Approves scripts; Balances news and feature content to create compelling broadcasts; Edits video; Writes stories for the website and other eMedia platforms; Interacts with viewers and users on social media sites; Performs other duties as assigned; Proficiency with computers, telephones, copiers, scanners, fax machines and other office equipment; Ability to meet deadlines, prioritize assignments and handle multiple tasks simultaneously.

Red Lobster | Erie, PA

Host, Bartender, Server, Service Aid, Food Runner

September, 2016 - Current

Operated cash register and Point of Sale (POS) system for transactions and made proper change for cash transactions. Greeted customers, answered questions and recommended specials, wine and desserts to increase profits. Managed bar area, cocktail design and menu and handled inventory, regulation compliance and customer relationships.

Long Island University Post | Greenvale, NY

Campus Ambassador / Concierge

September, 2018 - May, 2022

Toured school with parents considering enrolling children in school, presenting school in positive light. Networked with professors and administrators on campus to develop pathways to reach students through support from campus faculty and staff. Developed relationships with college officials, professors and student club presidents to share information and collaborate on business building endeavors.

Gannon University | Erie, PA

Creative Writer and Photographer (Internship)

May, 2019 - September, 2019

Delivered high-quality, insightful, informative and entertaining written content while meeting tight deadlines. Edited documents for grammar, clarity, content and formatting. Performed in-depth research into topics to write clear and accurate copy. Formatted articles, blogs and webpages with HTML, photos and infographics.

Erie Playhouse | Erie, PA

Sound and Light Board

January, 2015 - September, 2018

Oversaw lighting aspects and adjusted during technical rehearsal. Remained alert, active and ready to respond to requests using variety of available resources. Announced musical selections, playback breaks, commercials and public service information to audiences. Pitched in to help crews with building sets and identified problems that could have resulted in possible safety issues. Read prewritten script material, which included commercials, ads and public service announcements.

Erie Playhouse | Erie, PA

Youtheatre Ambassador and Choreographer

January, 2013 - September 2018

Prepared choreography for individual and group performances. Taught students techniques for different leaps and turns, as well as proper posture and rhythm sensitivity. Fostered safe, inclusive environment for dancers to build skills and express creativity.

EDUCATION AND TRAINING

Long Island University Post | Greenvale, NY

Bachelor of Fine Arts concentration: Musical Theatre; Broadcast Communications / Journalism Minor

Dean's List; Honor's College; Class of 2022

ACCOMPLISHMENTS

Best in category for Sports Photography and 1st place (three years in a row) and best in category for News Photo, best in category and 1st for Podcast, best in category and 1st place for Anchoring / Reporting News Story at Edinboro and Robert Morris University for Communications / Journalism competitions.

Portfolio and profile on website. | References upon request.