

Susan Smith-Harmon

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618-651-9145 (Home), 314-324-0034 (Cell)

Versatile Radio Professional

20 years of experience in the St. Louis radio market as a talk host, news anchor, reporter, producer, disc jockey, and front office manager.

Dynamic team player with a reputation for accuracy, flexibility, intelligence, diligence and integrity eager to contribute to audience growth and station profitability. Proven interviewing, writing, editing, audio production, interpersonal, communication and multitasking skills. Areas of expertise include:

- Keen Analysis of Complex Issues
- Breaking News Coverage
- Exceptional Knowledge of St. Louis Region
- Articulate, Warm Voice
- Adaptable to Multiple Radio Formats
- Audience Focused Radio
- Audio Production
- Traffic and Billing Experience
- Departmental Budget Planning
- Web Development Skills

Professional Experience

Metro Networks/Westwood One ✧ St. Louis, MO ✧ 2006 - 2008

Traffic Reporter/Producer: Gathered, wrote and reported traffic for KMOX-AM, including special coverage of catastrophic traffic events and extreme weather conditions. Filled in as helicopter traffic reporter as needed.

Gathered and input traffic data into TCS system for distribution to Metro affiliates.

News Writer/Reporter: Gathered and wrote news copy and actualities for distribution on national news wire service.

Announcer: Assembled and announced news and traffic reports on various radio stations in the St. Louis market from the Metro Networks offices including WEW, WHCO, KFNS, KRFT, KTRS, Foxy 95.5, KJFF, and WESL.

Copy Manager: Maintained advertising copy book and distributed weekly air schedules and copy packets for in-house air staff and affiliates.

WGNU-AM ✧ St. Louis, MO ✧ 1994 - 2006

Talk Show Host/Producer: Hosted daily and weekly talk shows on a variety of topics including headline news, politics, pop culture, health, and entertainment in a call-in format for drive time, midday, and late night audiences. Worked solo, with a co-host, and in a supporting role at various times.

Arranged and conducted live interviews with newsmakers at local, regional and national level including: Publisher Steve Forbes, Ohio Congressman Dennis Kucinich, Rev. Al Sharpton, political commentator and author Bill Press, shuttle astronaut Tom Jones, fitness guru Richard Simmons, numerous other elected officials, celebrities, authors, experts and columnists.

Talk Show Host/Producer (continued): Broadcast from station studios and live remotes, including regular coverage of the American Legislative Exchange Council annual meetings around the country and various charity events.

Helped to plan and participated in community outreach events such as the Chuck Norman Christmas Party children's charity fund-raiser, blood drives for Kindred Hospital, and a "clean up the schools" outreach in East St. Louis.

News Writer/Anchor: Wrote and reported news, weather and traffic, including anchoring team coverage of elections and other special events news coverage.

Board Operator/Announcer: Wrote, voiced and produced radio commercials, public service announcements, station promos and imaging bumpers. Edited program themes and bumpers.

Operated station control board during live talk and music programming, live sporting events, and network programming.

Information Systems Manager: Developed and maintained station website and computer network including installation of NexGen automation system for the purpose of digitizing music library and commercials.

Business and Traffic Manager: Responsible for most station financial transactions, including accounts payables, accounts receivables, sales commission calculations, ordering office supplies, maintaining petty cash fund, and balancing checkbook. Conducted audits of client accounts and met with clients and sales manager for the purposes of resolving billing disputes and collections.

Collected data from sales and programming departments; prepared and reconciled daily station logs using traffic software ranging from EZ-Log to Visual Traffic.

KWMU-FM ✧ St. Louis, MO ✧ 1987 – 1990

Announcer: Announced news, weather, classical, jazz and new age music.

Producer/ Board Operator: Produced local segments for NPR's Weekend Edition radio news magazine, including voicing underwriting announcements, selecting bumper music, running control board, fact-checking for news updates, contacting interview guests, and editing sound bites.

Production Assistant: Assisted the production manager in recording and editing St. Louis Symphony Orchestra and Opera Theatre Company of St. Louis programs for broadcast on NPR.

Operations Assistant: Assisted Operations Director by performing tasks such as recording and checking satellite-fed network programs, recording and editing short features for air during pledge drives, station imaging bits, and underwriting announcements for network programming.

Education

University of Missouri St. Louis ✧ Major: Communication/Secondary Education

Dean's List 1986, Debate Team 1986 – 1989

References furnished upon request