

# Mandy Herring

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## Representative Skills and Qualifications

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### Design, Editing and Production

- Manipulate and enhance images to achieve the desired aesthetic through the use and manipulation of specialized computer software.
- Operate desktop publishing software and equipment to design, lay out and produce copy and designs ready for reproduction.
- Create a radio ad campaign, from script writing, voicing, production effects and quality enhancements.

### Social Media and Promotions Management

- Managed all social media accounts for every branch of Montgomery Broadcasting, while simultaneously directing traffic to station web pages and increasing the audience.
- Led a team into projects, including promotional appearances and product preparation, with a comprehensive plan that encompassed all aspects of the project.
- Maintained and managed a staff in accordance with a production schedule while producing award-winning products.

### Computer Service and Administrative Duties

- Provided comprehensive administrative support to radio stations throughout the state of Wyoming through the Cowboy State News Network, including affidavits, public service announcements, scheduled logs and website maintenance.
- Composed and distributed print and online correspondence, marketing collateral and web content for use by internal personnel and for delivery to clients, agencies and affiliates.
- Managed all secretarial duties for Montgomery Broadcasting, including distribution of information to the public, clients and affiliates.

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## Employment History

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Promotions Director		2014–Present
	Montgomery Broadcasting	Cheyenne, WY
Co-Host and Producer		2015 (Seasonal)
	Radio Rodeo on BBS Radio	Cheyenne, WY
Co-Editor		2013–2014
	<i>Wingspan</i>	Cheyenne, WY

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## Volunteer History

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Videographer and Producer		First place in Community Contest, Mission Video
	Black Dog Animal Rescue	Cheyenne, WY
Producer		Fourth Place in Community Contest
	Grace for 2 Brothers	Cheyenne, WY

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## Education

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BA in Communications	Pennsylvania State University	Fall 2015–Present
AA in Mass Media	Laramie County Community College	2012–2015