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| Joseph L. Williams |
| 1202 East Harding – Apt# 605 Urbana, IL 61801217-550-5462josephlwilliams93@gmail.com |
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Dear, Empolyer

As a highly skilled Producer I read your posting for a new producer with interest. My experience aligns with my qualifications that you are looking for concerning the particular role as Producer with your station, and I am certain I would make a valuable addition to your team.

With more than four years’ experience in broadcast and communication, I am adept in coordinating schedules, paperwork, negotiating contracts. Moreover, while my experience has afforded me well-rounded skill set, including communication and project management abilities,

I also excel at:

* Producing content for church programs.
* Ability to lead and direct and manage a team.
* Ability to use video software to edit.

In addition to my experience and personal qualities, I have a firm educational foundation and passion for producing high-quality and award winning programs. I am excited about what the station is producing and would welcome the opportunity to contribute to your business success.

Please read the attached resume for additional detail regarding my expertise and career achievements. I will follow up to request an appointment to discuss how my experience and background meet your needs.

Thank you for your time and consideration.

 Sincerely,

 Joseph L. Williams

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| Joseph L. Williams1202 East Harding – Apt# 605 Urbana, IL 61801217-550-5462josephlwilliams93@gmail.comObjective |
| An Entry-level of: Video Production, Radio, Television Broadcast, Leadership, Religious, and Communication type openings. |
| Education |
| Urbana High School Urbana, IllinoisBachelor of Arts, BroadcastingEvangel University/ Springfield, MO | Graduation: May 2012 |
| * Major: Broadcast
* Minor: Biblical Studies
* Related course work: Lead 200, Electronic Media, Web Design 1-2, Audio Production, Video Production, Film Workshop Evangel T.V Studio, Radio Workshop, KECC Radio, T.V Workshop and Media Writing.

 Graduation: May 2015 |
| Skills & Abilities |
| Media |  |
| * Experience in being a camera operator, working switch board, working audio,
* Created a video project for a short news story, and setting up interviews for Evangel T.V.
* Hands-on training with sound equipment and working on projects using Adobe Audition.
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| Communication |  |
| * Action-oriented with strong ability to communicate effectively with technology, executive, and business audiences.
* Experienced manager with excellent client and project management skills.
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| Leadership |  |
|  Pastor’s Assistant, Young Adult Pastor, Minister of Music, Ordained Clergymen, Secretary, and Devotional Leader for my floor council.Named to : Noah I. Brown and CompanyChurch of God in Christ, Inc.Young People Praising MinistriesLewis Hall Floor CouncilNew Generation Christian Fellowship |
| Experience |

Musician: September 2009 - February 2010

Truth Pentecostal Holiness Ministries Urbana, Illinois

Employer: Pastor Charlotte Blissit

Contact: 217-552-2603

 Address: 202 S. Broadway

Musician: February 2011 - June 2011

Kingdom Connection Outreach Center Urbana, Illinois

Employer: Pastor Davita Bernard

Contact: 217-766-4026

Address: 801 East Kilarney

Founder/ Youth Leader: August 2011 - Current

Young People Praising Ministries Champaign, Illinois

Employer: Elder Joseph L. Williams

Contact: 217-550-5462

Ordained Clergymen: October 2011 - Current

New Generation Christian Fellowship Champaign, Illinois

Employer: Apostle Larry C. Simmons

Contact: 217-378-4294

Sales Representative - July 2012 - August 2012

Vector Marketing Champaign, Illinois

Employer: Jeremy Stephonvioch

Contact: 847-715-6640

Address: 302 E John St

Champaign, IL

Server - June 2013 - August 2013

Champaign School District Summer Program Champaign, Illinois

Employer: Mary Davis

Contact: 217-351-3852

Address: 1103 North Neil Street

Ordained Clergymen/Musician: October 2012 - Current

Sanctuary of Praise Church of God in Christ, Inc.

Employer: Pastor T.J Appleby

Contact: 417-824-0784

Address: 5420 N. Glenstone Ave

  Internship – June 2013- August 2013

Urbana Public Television Urbana, Illinois

Employer: Jason Ligget

Contact: 217-799-0524

Server - July 2014 - August 2014

Champaign School District Summer Program Champaign, Illinois

Employer: Mary Davis

Contact: 217-351-3852

Address: 1103 North Neil Street

Server - May 2015 - August 2015

Champaign School District Summer Program Champaign, Illinois

Employer: Mary Davis

Contact: 217-351-3852

Address: 1103 North Neil Street