

# Joseph L. Williams

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**1202 East Harding – Apt# 605 Urbana, IL 61801**

**217-550-5462**

**josephlwilliams93@gmail.com**

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

JOSEPH L. WILLIAMS

1202 EAST HARDING – APT# 605 URBANA, IL 61801

217-550-5462

JOSEPHLWILLIAMS93@GMAIL.COM

## OBJECTIVE

An Entry-level of: Video Production, Radio, Television Broadcast, Leadership, Religious, and Communication type openings.

## EDUCATION

Urbana High School  
Urbana, Illinois

Graduation: May  
2012

Bachelor of Arts, Broadcasting  
*Evangel University/ Springfield, MO*

- 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.

### Communication

- Action-oriented with strong ability to communicate effectively with technology, executive, and business audiences.
- Experienced manager with excellent client and project management skills.

### 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 Company

Church of God in Christ, Inc.

TYPE PERSONAL NAME

Young People Praising Ministries  
Lewis Hall Floor Council  
New 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

**TYPE PERSONAL NAME**