

# Bryan C. Yardley

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401 Rosemont Avenue  
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## Objective

To obtain a Production Intern position with WYPR, National Public Radio.

## Education

**B.A. in Communication Arts, Minor in History**

*Hood College*

**May 2011**

*Frederick, MD*

## Relevant Courses

*Broadcast Writing and Reporting*  
*Communications Law*

*News Writing*  
*Editing and Layout*

*Public Relations*  
*Mass Media and Society*

- Gained skills in writing, reporting and editing for a the broadcast media
- Learned about communication laws including the Federal Freedom of Information Act
- Wrote effective and persuasive public relations communications
- Edited news stories for content, punctuation and grammar; wrote human interest and feature stories

## Experience

**Radio DJ, Blazer Radio, Hood College**

**September 2008-present**

- Assist in production work, gaining experience with audio editing software
- Utilize broadcasting skills to report news to listeners

**Distribution Manager, Staff Writer, Blue and Grey Newspaper**

**September 2008-present**

- Coordinate the distribution of the bi-weekly campus news publication
- Learned the importance of deadlines and to be an efficient writer
- Learned how to cover the news and received valuable hands on experience in reporting the news

**Radio Intern, WNAV 1430 A-M, Annapolis, MD**

**May 2009-August 2009**

- Edited news stories covering the Annapolis community
- Tracked weather conditions for local traffic
- Developed a strong appreciation for accuracy and deadlines
- Demonstrated attention to detail and time management skills

## Additional Experience

**Server, T.G.I. Friday's, Annapolis, MD**

**November 2007-present**

- Provide courteous, efficient, high-quality service to customers in a fast paced environment
- Communicate with team members and managers to resolve conflicts and maintain a high level of customer service
- Skilled at handling multiple tasks at one time

## Skills

Microsoft Word, Excel and PowerPoint; excellent verbal and written communication skills