

Resume

Contributed by Ondranique C. Edison
Saturday, 12 July 2008

Ondranique Edison 9202 Parkwood St. Belleville, MI 48111 (248) 242-3850 ondranique_r1@yahoo.com EDUCATION:
Specs Howard School of Broadcasting Southfield, MI Television Concentration

broadcast style and operate studio equipment. Learned to operate switcher-board, Decko, VTR, Audio board, teleprompter, and studio cameras. Knowledge of Photoshop 2.0 and Final Cut Pro software programs. Schoolcraft College Livonia, MI Psychology

05/2008-Present Writing 30 and 60 second commercial spots. Logging media log for commercials. Watching and assisting when needed on commercial shoots. Work Experience: ABN AMRO Mortgage

01/2008

Updating and paying insurance from customers escrow account Assist

escrow account and taxes. Randstad

Livonia, MI

receptionist relief answering phones transferring calls on a computerized switchboard system. Respond via email or fax

back payment inquiry status request received through company fax or emails. Kelly Services

Service

09/2003-09/2005

Taking in coming calls in a call center

request. Processing customer orders and cross-selling products.