**Michael Jordan**

815-123-4567| email@provider.com | Phone Number| linkedin.com/in/firstnamelastname/

**EDUCATION**

Bachelor of Arts, Northern Illinois University, DeKalb, IL, May 20XX

**Major:** Music

**Minor:** Theatre Studies

**GPA:**  3.8/4.0

Associate of Fine Arts, Harper College, Palatine, IL, May 20XX

**Major:** Music

**SOFTWARE & TECHNICAL SKILLS**

* Proficient in Pro Tools & Logic Pro, with experience in various DAWs
* Experienced with large-format consoles (up to 64 channels), outboard gear, and signal flow
* Extensive experience recording both analog and digital sources

**RELEVANT EXPERIENCE AND PROJECTS** August 2XXX – December 2XXX

**Production & Programming Intern**, WNIJ

* Accessed and operated equipment in studio for weekly show
* Participated in weekly staff meetings with Programming Department and discussed content options providing creative suggestions used to help develop upcoming sessions
* Prepped daily program logs and ensured accuracy of information recorded

**Radio Personality / Producer**, WHCM, Palatine, IL  October 20XX – May 20XX

* Hosted a weekly one-hour live radio show, featuring interviews, music, and audience interaction
* Served as primary audio engineer, ensuring high-quality sound production and seamless technical execution for all in-studio live sessions

**THEATRE EXPERIENCE**

**Box Office Clerk**, NIU School of Theatre and Dance Box Office, DeKalb, ILSeptember 20XX – 20XX

* Provided friendly and professional customer service to patrons during ticket sales
* Promoted and sold Season Subscriber packages through persuasive encouragement

**Company Management Intern,** Chicago Shakespeare Theater, Chicago, IL October 20XX - April 20XX

* Communicated weekly with Company Manager to report on progress of project
* Coordinated travel logistics for 6 CST staff members for special events
* Wrote and edited communication sent to guest artist to ensure details are set for their travel
* Attended professional development seminars, gaining industry knowledge from professionals

**ADDITIONAL EXPERIENCE**

**Team Member, Caribou Coffee, Sycamore, IL** June 20XX -Present

* Collaborated with a team of 5 to deliver excellent customer service, achieving high satisfaction scores
* Increased order accuracy by 3-5%, reducing food waste and operational costs by 1-2%