

# Daryl Ellis

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## Education

2004- 2006

Central Washington University

- Bachelor of Science in Family and Consumer Sciences  
Certificate in Retail Management and Technology
- 3.5 GPA

2002- 2004

Bellevue Community College

- Associate of Arts degree

1998- 2002

Issaquah High School

- High School Diploma

## Related Experience

Sept. 2007- June 2009

Kodiak Island Broadcasting Inc.

AM 560 KVOK

KRXX 101.1 JACK FM

### Hired as: Board Operator/ Part-time fill in

- Ran boards for remote call-ins and sporting events
- Attended promotional events
- Voice-tracked for daily drive-time hours
- Voiced ads and daily weather reports

### Ending Position: Traffic and Billing Coordinator

- Managed billing and accounts receivable for over 100 accounts
- Completed daily commercial logs for AM & FM stations
- Assisted guests with inquiries and distributed prizes
- Entered client contracts into CBSI
- Reconciled monthly station financial reports
- Handled banking and petty cash
- Produced and edited programming using Cool Edit Pro
- Adjusted FM logs in Audio Vault
- Continued to voice-track drive-time hours/ voice ads/ voice weather reports
- Co-hosted weekly talk show
- Performed other administrative office tasks such as answering phones and filing

### After Relocating: Temporary part-time help

- Assembled daily logs for both AM & FM stations via remote computer access
- Trained new hires by phone

## Achievements and Activities:

- Developed and implemented a training manual for the position of Traffic and Billing Coordinator for Kodiak Island Broadcasting Inc.
- Reorganized Fashion Merchandising program at Central Washington University as President of Fashion Merchandising Club

- Organized a group of 15 for Las Vegas Market trip