

# TAKERA BOSTON

Multimedia Producer | Journalist  
Communications Specialist

TAKERA.BOSTON@GMAIL.COM



TKBOSTON.COM



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Highly motivated and charismatic personality with a passion to create multimedia content and provide exceptional communication experiences

## EDUCATION

**Master of Arts Public Affairs & Journalism**  
**American University (August 2017- August 2018)**  
4400 Massachusetts Avenue NW Washington, D.C 20016

**Bachelor of Arts Broadcast Journalism**  
**Howard University (August 2010- August 2014)**  
2400 Sixth Street, NW Washington, D.C. 20059

## SKILLS

- Strong written and oratory skills
- Genuine and charming personality, on and off camera
- Eager to shoot, report, edit, and break engaging, informative news
- Unwavering journalistic integrity and ethical standards
- Exceptional time management and multitasking
- Special event coordination and communications including planning, marketing, and execution
- Social media management and content creator

## EXPERTISE

BROADCASTING

VIDEO EDITING

SOCIAL MEDIA

REPORT & SPEECH WRITING

WEB DESIGN

PUBLIC AFFAIRS

ADOBE CREATIVE SUITE

MICROSOFT WORD

AUDACITY

RADIODJ

## EXPERIENCE

### HOST, WEBMASTER

**1500 RADIO** Baltimore, Maryland June 2021- Present

Maintain 1500 Radio's websites and servers to meet user needs.  
Responsible for making sites easy to use, attractive and secure.  
Update website content and review SEO.  
Host and creator of The Morning Source, a morning show featuring local and national news, entertainment news, music, games, and conversation.

### ASSOCIATE PRODUCER, PRODUCER

**ABC 2, WMAR** Baltimore, Maryland September 2018- April 2021

Work closely with executive producer and talent to execute daily broadcasts  
Assist producers with morning show rundown and story ideas  
Write, edit, and organize scripts for on-air talent and crew  
Ensure video or audio segments are in the correct order for live broadcast  
Produce written and video content for web and social media  
Participate in creative meetings to brainstorm ideas for newscasts, shows, or specials  
Produce weekly half hour and hourly newscast (5AM), as well as Sunday 6pm & 11pm newscast as needed

### INSTRUCTOR, PROGRAM COORDINATOR

**LTYC SYMONE CENTER FOR THEATER ARTS** Baltimore, Maryland June 2015- Present

Dance instructor, pre-k through 5th grade  
Created curriculum that explored various forms of dance and music and artist who contributed to Dance as a whole  
Taught students a variety of dance forms including but not limited to jazz, ballet, modern, hip-hop, yoga, and line dances.  
Coordinated, choreographed, scripted and produced final performances for summer programs and in-school Arts enrichment programs

### ON-AIR HOST, SEGMENT PRODUCER

**LOVE THE CULTURE RADIO** Baltimore, Maryland March 2015- August 2017

Interview celebrities, local artists, producers, and entrepreneurs on air  
Produce daily segments including: traffic and weather reports, morning motivational tips, and "As Told By TK" entertainment/local news report  
Monitor and maintain social media engagement  
Book, produce, and direct one on one interview series with artist  
Orchestrate quarterly artist showcase, "DMA"- Duties: book arena, create and disburse tickets, coordinate artist performances, promote and manage event via social media, sell approx. 200+ tickets

### BUSINESS COMMUNICATIONS COORDINATOR

**VERIZON WIRELESS** Hanover, Maryland September 2015- April 2017

Manage business communications accounts with 10+ lines  
Assist customers with account maintenance including upgrades, activations, ports, and adding new lines  
Provide exceptional customer service by making customers knowledgeable of current promotions, business discounts, and customized plans,  
Assist with Verizon employee team experience- serve as hospitality coordinator for team

## AFFILIATIONS

**Alpha Kappa Alpha Sorority, Inc.**  
Spring 2013, Howard University  
Chapter President, 2013-2014

