

MARK C. RICHTER

5814 Ironwood Bunnell Fl, 32110

Phone #: 812-229-7116 E-mail: XmarkrichterX@gmail.com

Dear Human Resources Director:

It is not the strongest of the species that survive, nor the most intelligent, but the most responsive to change. Charles Darwin

Fast, fluid and flexible-isn't that what Darwin meant?

My salary requirements are realistic and given the strengths and attributes I possess,

Make me an excellent value for your company's compensation dollar. I realize flexibility is essential and therefore I'm open to discussing your company's salary range for a professional with my background and business acumen.

As you will see from my resume, I thrive in a busy, fast paced environment that involves many tasks, the opportunity to work with people, the satisfaction of meeting deadlines, and the chance to excel.

Would your organization benefit from these attributes? Please call me at your earliest convenience to discuss and focus on bringing a fresh perspective to the arena.

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Objective

To obtain a position enabling me to utilize my strong communication and leadership skills that offers growth and advancement opportunities.

Education

Indiana State University Terre Haute, In
2008-2012

B.S. Communication/Electronic Media Minor: Writing

Experience

Internship

Nexstar Broadcasting Inc. /Mass Media Journalist January 2012- December 2012
WTWO NBC/ABC Affiliate

Winner of Indiana Broadcasters: Station of the year 2 years in a row.

Work Study

August 2010- January 2010

Indiana State University Athletics Department /Assistant Director of New Media

Job History

Alaska Denali National Park Salmon Bake/ Specialty Cook	Seasonal 2013
Alaska Denali National Park Historic Prospectors Pizzeria & Ale House/cook	Seasonal 2013
WTWO/Nexstar Broadcasting/ Mass Media Journalist/editor	August 2012-December 2012
Indiana Statesman Newspaper/ Writer, Editor, Videographer	August 2008-December 2011
Terre Haute Country Club/ Expediter: Server	June 2011-November 2011
Rj's Place Hartford, IL / Cook: Barback	2009-2010
Pizza Hut/ Cook: Delivery Driver	2004-2008
Stonewerks Bar and Grille/ Cook	2002-2004
DRS Marketing/ Sales: Market Researcher	2000-2002
Cynergy Power Company/Customer Service Representative	1999-2000
Carlene Research/Assistant Manager: Lead Recruiter: Market Researcher	1996-1999

Skills

Mastery of Microsoft Office programs (Word, Excel, PowerPoint, Access)

Ability to work with several operating systems, including Windows, Mac OSX

Proficient in AVID, Final Cut Pro, Motion, After Effects and others: Willing To Travel.

Communication: writes clearly and concisely, speaks effectively, listens attentively, openly expresses ideas, negotiates/resolves differences, leads group discussions, provides feedback, persuades others, provides well-thought out solutions, gathers appropriate information, confidently speaks in public

Interpersonal Skills: works well with others, sensitive, supportive, motivates others, counsels, cooperates, delegates effectively, represents others, understands feelings, self-confident, accepts responsibility

Research and Planning: forecasts/predicts, creates ideas, identifies problems, meets goals, identifies resources, gathers information, solves problems, defines needs, analyzes issues, develops strategies, assesses situations

Organizational Skills: handles details, coordinates tasks, punctual, manages projects effectively, meets deadlines, sets goals, keeps control over budget, plans and arranges activities, multi-tasks

Management Skills: leads groups, teaches/trains/instructs, counsels/coaches, manages conflict, delegates responsibility, Makes decisions. Directs others, implements decisions, enforces policies, takes charge.

References

Kenneth terry

10231 Bradbury Dr indpls in 46331

1 317 8385815

Kenterry@live.com

tim clark

Tim Clark, (714) 337-3278, 17111 Twain Ln. Huntington Beach, CA 92649

Jimmy Johnson

james_johnson363@yahoo.com

765-639-7743

1221 S 17th St Terre Haute IN 47802

