

KAVONTAE SMALLS

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www.KavontaeSmalls.com

Professional Summary

Multi-talented media professional with more than ten years of experience in journalism, video production and media relations.

Excellent reputation for producing quality content that informs, inspires and entertains intended audiences.

Work History

Podcast Producer

04/2019 to Current

WGBH – Boston, MA

- Co-producer of *All Rev'd Up Podcast*.
Performed podcast editorial meetings, Produced social media content to market podcast, Engaged in cross promotion marketing

Television Producer

10/2018 to Current

WGBH-TV – Boston, MA

- Co-produced *Basic Black*, award-winning news magazine program, focusing on topical news events, politics and culture
- Booked guests, Research, Curated graphics, Conduct interviews,
- Increased digital presence (social media, live streaming, CMS)

Communications & Digital Director

12/2016 to 09/2018

U.S. House of Representatives – Pensacola, FL

- Served as primary local media liaison for Representative Gaetz in Congressional District
- Handled media inquiries, Wrote press releases, Coordinated press conferences, Produced marketing collateral, Shoot and edited video and photographs, Managed website and social media, Monitored media tracking
- Collaborated with congressional and government offices for legislation, and constituent work

Public Information Specialist

05/2016 to 12/2016

Pinellas County Sheriff's Office – Largo, FL

- Served as media liaison and spokesperson for Pinellas County Sheriff's Office, Performed media inquires, Wrote press releases, Fielded public records requests, Coordinating press conferences,

Respond to major crime scenes, Prepare staff for media interviews

Director of Public Relations

05/2015 to 05/2016

Salvation Army of Coastal Alabama – Mobile, AL

- Facilitated media interviews, Planned media events, Wrote press releases, Pitched stories to media, Event planning, Planned marketing campaigns, Produced annual reports, Produced promotional materials (flyers, brochures, articles, photographs, graphics, Photoshop, social media posts)

General Assignment Reporter

03/2013 to 04/2015

WEAR-TV – Pensacola, FL

- Produced accurate and engaging stories for broadcast and online
- Established valuable sources, Video editing, Presented content in both *LIVE* and taped environments

Multimedia Journalist

06/2012 to 03/2013

WKEF/WRGT-TV – Dayton, OH

- Produced accurate and engaging stories for broadcast and online
- Cultivated community sources, Shoot and edited video, Presented content in both *LIVE* and taped environments

Multimedia Journalist/Web Producer

07/2011 to 05/2012

WJHG-TV – Panama City, FL

- Produced accurate and engaging stories for broadcast and online
- Cultivated community sources, Shoot and edited video, Presented content in both *LIVE* and taped environments
- Posted stories on station website using CMS and Social Media

Associate Producer & Video Editor

01/2011 to 07/2011

WEAR-TV – Pensacola, FL

- Assisted line producers with newscasts by stacking stories, writing copy scripts and teases and creating graphics
- Edited video for newscasts

Producer and on Air Talent

10/2010 to 07/2011

WRNE-Radio – Pensacola, FL

- Researched news and entertainment stories for program, Write copy, Present content segments on-air

Skills

- Television and online journalism
- Public Speaking
- On-Air Talent
- Strong graphic and visual sense
- Field production
- Social media
- Digital video production process
- Relationship building
- Creative writing
- Marketing
- Video editing
- Photography
- Web Content Management
- Brand Building
- Public Relations
- Leadership

Accomplishments

- "Governors' Award" by the National Academy of Television Arts and Sciences Boston/New England Chapter.
- "Massachusetts Psychological Association Media Award" by the for its dedication to highlighting mental health concerns
- "Clarion Award" by the Association for Women in Communications for a show focusing on women in politics.
- Uncovered assisted living facility endangered lives of patients through negligence, unsafe practices. Owners arrested.
- Wrote promotional stories for 'Our Families in Need' campaign that generated more than \$170,000, an increase of \$50,000 from the previous year.

Education

Bachelor of Arts Degree: Telecommunications, Political Science

05/2010

The University of West Florida - Pensacola, FL