

Brad Nolte

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Objective

Seeking a challenging opportunity where I will be able to utilize my strong organizational skills, educational background, and exceptional people skills. Above all, I would like to supplement my income.

Profile

I'm a self-starter and quick learner. I possess a versatile skill set with experience in administrative assistant duties, customer service, retail store associate, broadcast television production, newspaper graphics and layout design, writer and editor, website design and marketing, education department assistant, library clerk, chapel clerk, and janitor/custodian. I'm motivated and personable in any task or job, from business professional to an everyday "Joe." Employers have found me to be flexible and versatile; able to maintain a sense of humor under pressure while completing tasks on time and, if applicable, on budget.

Skills Summary

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|-------------------------------|--------------------------|------------------------------|
| ♦ General Office Skills | ♦ Web Design Software | ♦ Writer; news & advertising |
| ♦ Computer PC/Apple Mac | ♦ Retail P.O.S. | ♦ Broadcast TV Equipment |
| ♦ Microsoft Office Software | ♦ Janitorial Equipment | ♦ Digital Editing Software |
| ♦ Keyboard @ 70wpm | ♦ Carpentry - set design | ♦ Library Software |
| ♦ Desktop Publishing Software | ♦ Marketing Campaigns | ♦ Photojournalism |

Professional Experience

OFFICE ENVIRONMENT

- ♦ Perform daily office tasks and duties, i.e. word processing, phone services, scheduling.
- ♦ Acclimate to upgrades in overall technological advances and computer software. Train other staff.
- ♦ Repurpose and rebuild company website.
- ♦ Cultivate prospect and/or client relationships.
- ♦ Adhere to and maintain stringent conditions of confidentiality in certain client/company image environments.
- ♦ Library: understand and use Follett Library Patron software for inputting books (Dewey Decimal), tracking checkouts, book hold status, etc. Have contact and interaction with patrons/public in the library setting.
- ♦ Chapel clerk: track attendance, schedule guest speakers and arrange for necessary materials, develop and implement new (religious) education programs, create monthly promotional calendar of events.

JANITOR/CUSTODIAN

- ♦ Perform all janitor/custodian and sanitation duties in an industrial/institutional kitchen operation.
 - Knowledge of occupational hazards and standard safety practices for the area of work assigned.
 - Cleaned and sanitized food prep workstations.
 - Emptied, cleaned and sanitized waste receptacles.
 - Cleaned and sanitized restroom facilities and fixtures including sinks, urinals and toilets.
 - Swept, vacuumed, dried mopped, waxed, and polished floors.
 - Washed windows, mirrors and walls.
 - Assisted in dishwasher operations when required.

BROADCAST TELEVISION / CREATIVE SERVICES

- ♦ Producer, writer, editor, sound design and audio mixing, studio and field lighting, graphics design, studio manager, floor director, studio cameras, teleprompter, ENG/EFP & photojournalism shooting/editing under stringent deadlines or production of long format packages/programs.
 - Creative Services producer working with sales account execs and their local advertising clients. Wrote, produced and edited numerous television commercials for these clients.
 - Co-produced various news, weather and sports promos along with sports packages/features.
 - Worked with the Community Affairs department as co-writer, EFP shooter and editor of PSA's.
 - Emmy Award as producer of a series of public awareness programs and promos.
 - Executed daily operations of news, weather or sports topical promos and teases.
- ♦ Editor of monthly news magazine (print – hardcopy)
 - Determine layout, update and create new designs and features.
 - Evaluate occurring news, assign to staff; also cover and write stories in addition to assignments.
 - Review stories for factual and grammatical accuracy.

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Employment History

JENSEN & STOCKMAN ATTORNEYS AT LAW – Bloomington, Minnesota
Administrative Assistant & IT Support, March 2012 to Present

STATE OF MINNESOTA – St. Paul, Minnesota
Newspaper Editor, Library Clerk, Education Department Tutor, Chapel Clerk, 2004-2012

FOX NEWS CORP – FOX9/29 KMSP/WFTC – Eden Prairie & Minneapolis, Minnesota
Television Producer/Writer, 1995-2004

METV PRODUCTIONS – Bloomington, Minnesota
CEO of Independent Television & Video Production Company, 1986-1995

CONTROL DATA CORPORATION – Minneapolis, Minnesota
Documentation Control Assistant for Engineers, 1979-1986

TARGET STORES – Bloomington & Edina, Minnesota, 1977-1979
Assistant Department Manager; Sales Associate; Store opening prep staff

Education

NORMANDALE COMMUNITY COLLEGE – Bloomington, Minnesota
Generals

CONTROL DATA INSTITUTE – Minneapolis, Minnesota
Generals and Mass Comm

NEW YORK ACADEMY OF FILM & VIDEO -- New York City, New York
Broadcast Journalism

References

Available on request.