



## CONTACT



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courtneyelizabeth

## SUMMARY

Passionate media content creator with over 15 years of industry experience proficient at creating, producing, and supervising a diverse range of productions while bringing a strong work ethic and leadership skills to creative environments.

## SKILLS

Adobe Software Suite

Microsoft Office Applications

Design

Communication & Customer Service

Photography & videography

Creativity

Leadership

Organization & dependability

Teamwork & adaptability

# COURTNEY E. MONTAGU

## EDUCATION

### ***Bowling Green State University* | Bachelor of Arts**

2017 - 2021, Magna Cum Laude

Major: Media Production and Studies

Minors: Photography and Entrepreneurship

### ***Ohio Center for Broadcasting* | Certificate**

2005

Completed the prescribed basic course as well as instructional practical training in radio and television announcing.

## EXPERIENCE

### ***Potter Inc* | Bryan, Ohio**

2021 - Present, Marketing Coordinator

Apply skills to design sales and marketing materials to assist in building revenue for the company.

Create video tutorials and related material for social media as well as maintaining the company website.

Conduct monthly presentations and created a monthly newsletter.

### ***WBNO/WQCT Radio* | Bryan, Ohio**

2006 - Present, Production Director

Apply skills to creatively utilize all aspects of digital production to build station imaging and commercials.

Assist with social media and updating the website while also editing video to help push the station towards a multi-media platform.

Manage equipment and build relationships with local businesses and organizations for live remote broadcasts.

### ***Bowling Green State University* | Office of Admissions**

2020 - 2021, Campus Tour Guide

Gave weekly campus tours to prospective students.

Built relationships with other tour guides.

Assisted with recruitment and retention for the university.

### ***National Society of Leadership and Success***

2020 - 2021, Student Marketing Representative

Developed key professional and personal skills while building student relationships.

Gained leadership development as well as entrepreneurship and business learning.

Held events in order to recruit students to the organization.

## VOLUNTEER WORK

### ***Williams County Community Theatre* | Bryan, Ohio**

2008 - Present, Sponsorship Coordinator & Board Trustee

Created the sponsorship committee and raised over \$30,000.

Attend monthly budget and creative meetings to manage the theatre's finances and help to decide what shows will be performed during a season.

Actor, director, producer, stage manager, set designer and builder for various productions.