

Salvatore Guardino

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EDUCATION:	Hofstra University, Lawrence Herbert School of Communications Bachelor of Sciences, Video/Television & Business	
	Cumulative GPA: 3.80	Expected Graduation: May 2017
RELATED COURSEWORK:	Entertainment Law Television Producing	Intermediate Studio Production Sports Reporting/Producing
		Media and The Law Television Graphics
EXPERIENCE:	Hofstra Concerts <i>President (16'-17'), Advertising Co-Chairperson (14'-16'), Executive Board Member</i>	Fall 2014 – Present
	<ul style="list-style-type: none">• Work with talent agencies to contract performers for the largest student-run event of the year• Create long-term marketing strategies to advertise upcoming events• Design & create advertising materials using Adobe Photoshop for all events to raise attendance• Manage organization's social media activity and coordinate across multiple platforms	
	Hofstra Entertainment Access Television (HEAT) Network <i>Production Manager, Crew Member, & On-Air Talent</i>	Spring 2015 - Present
	<ul style="list-style-type: none">• Production Manager for in-house Production, Two Weeks Notice• On-air talent on student produced programs• Operate various technical positions as part of live television crews• Work in a team environment to create video content for air	
	Off The Charts, 88.7 FM WRHU <i>Show Producer / Top 40 Music Director</i>	January 2016 - Present
	<ul style="list-style-type: none">• Producer of daily Top 40/CHR music program on the nation's #2 non-commercial radio station• Manage & update program's music library to reflect current pop music trends• Ensure that show's on-air personalities are providing high quality programming• On-air radio personality	
	Big Tent Entertainment <i>Digital Marketing Intern</i>	Summer 2016
	<ul style="list-style-type: none">• Manage social media accounts of internet icon, Domo, followed by six million people• Piloted company's legal scanning & digital archiving program to avoid storing documents• Created marketing presentations for clients interested in licensing name-brands• Prepared documents for legal department	
	Farrell Fritz, P.C., Attorneys at Law <i>Scanning Employee</i>	Summer 2015 - Present
	<ul style="list-style-type: none">• Scan & Archive company files to create more efficient workspace• Organize storage space to eliminate need for costly remote storage• Index company's digital files for simple access across expansive network• Create workflows using Microsoft Excel to coordinate collaborative efforts among team members	
HONORS	Dean's List	Spring 2014 – Present
SKILLS	Advanced knowledge of Adobe Photoshop. Experience with Chyron Lyric Pro, Avid Media Composer, Adobe Premiere, Adobe Audition, and Final Cut Pro. Proficient with Microsoft Office.	
	Excellent leadership and organizational skills. Experience in public speaking and group communication.	