

# VICTORIA ADAMS

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## PROFESSIONAL PROFILE

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Highly-motivated senior communications student with 4 years of radio experience and a background in administrative work. Passionate about connecting people through community-centered broadcasting. Proficient in GSelector, Audiovault, Adobe Suite, and Mailchimp.

## EDUCATION

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<b>University of St Francis – Joliet, IL</b>	<b>January 2025 – Present</b>
Communications Major with an Audio/Radio concentration	
<b>Joliet Junior College – Joliet, IL</b>	<b>Graduated May 2024</b>
Associate of the Arts Degree, Honors College	
<b>Canterbury Christ Church University – Canterbury, England, UK</b>	<b>Attended spring of 2023</b>
Study Abroad through Joliet Junior College	

## EXPERIENCE

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<b>University of St. Francis – Joliet, IL</b>	<b>January 2025 – Present</b>
Program Director, Host, and Producer at campus radio station, WCSF / Radio Club President	
<ul style="list-style-type: none"><li>❖ Schedule and manage WCSF's audio assets using GSelector and AudioVault</li><li>❖ Collaborate with staff to develop promotions, events, and funding initiatives</li><li>❖ Write, record, and edit new content for air, including a weekly specialty show</li><li>❖ Organize station finances</li><li>❖ Coordinated 2025 rummage sale fundraiser, which exceeded goal by 26%</li></ul>	
<b>WCPT 820AM – Jefferson Park, Chicago, IL</b>	<b>June 2025 – August 2025</b>
Production Intern (Experiential Only)	
<ul style="list-style-type: none"><li>❖ Screened calls for live talk shows</li><li>❖ Edited long-form content for air and on-demand streaming</li><li>❖ Ran the board for live commercial broadcasts</li></ul>	
<b>Musical Expressions – Naperville, IL</b>	<b>February 2024 – February 2025</b>
School Administrator	
<ul style="list-style-type: none"><li>❖ Planned, organized, and coordinated the schedules of an 18-teacher staff with the needs of over 500 students</li><li>❖ Called prospective student inquiries to secure new students</li><li>❖ Designed monthly school newsletters using Canva</li></ul>	
<b>Lakeshore Learning Store – Orland Park, IL</b>	<b>October 2020 – February 2024</b>
Customer Service Associate	
<ul style="list-style-type: none"><li>❖ Consulted with customers using in-depth product knowledge to find the best solution for customer need</li><li>❖ Trained new employees with welcoming and engaging instruction</li></ul>	

Service Coordinator

- ❖ Supported high volumes of employees at reception desk by providing cheerful and efficient assistance
- ❖ Processed large quantities of U.S. I-9 forms (in-house, then virtually due to COVID) by organizing and facilitating meetings with employees