

Victoria Adams



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(708) 789-7569

PROFESSIONAL PROFILE

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.

University of St Francis Joliet, IL

January 2025 - Present
Communications Major
with an Audio/Radio
concentration

Joliet Junior College Joliet, IL

Graduated May 2024
Associate of the Arts
Degree, Honors College

Canterbury Christ Church University

Canterbury, England
Attended Spring 2023
Study Abroad through
Joliet Junior College

University of St. Francis – Joliet, IL Jan. 2025 – Present

*Program Director, Host, and Producer at campus radio station,
WCSF / Radio Club President*

- Schedule and manage WCSF's audio assets using GSelector and AudioVault
- Collaborate with staff to develop promotions, events, and funding initiatives
- Write, record, and edit new content for air, including a weekly specialty show
- Organize station finances
- Coordinated 2025 rummage sale fundraiser, which exceeded goal by 26%

WCPT 820AM – Jefferson Park, Chicago, IL Jun. 2025 – Aug. 2025

Production Intern (Experiential Only)

- Screened calls for live talk shows
- Edited long-form content for air and on-demand streaming
- Ran the board for live commercial broadcasts

Musical Expressions – Naperville, IL Feb. 2024 – Feb. 2025

School Administrator

- Planned, organized, and coordinated the schedules of an 18-teacher staff with the needs of over 500 students
- Called prospective student inquiries to secure new students
- Designed monthly school newsletters using Canva

Lakeshore Learning Store – Orland Park, IL Oct. 2020 – Feb. 2024

Customer Service Associate

- Consulted with customers using in-depth product knowledge to find the best solution for customer need
- Trained new employees with welcoming and engaging instruction

Accenture, LLP – Chicago, IL Feb. 2019 – Sept. 2020

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