

Robert Branco
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Motivated and hardworking professional looking for employment in a position that requires a dedicated, detailed oriented and reliable employee who possesses strong interpersonal and communication skills developed through years of professional and educational experience.

EXPERIENCE

2020 **Part-Time Newscaster**, CJOY Radio, Hyannis, MA:

Wrote, organized and prepared weekly news broadcasts; reviewed and recorded news stories; responsible for the timely submission of final edited recordings to be aired on Sunday mornings as “Weekly News in Review”

2013-2015 **Media and Public Relations Regional Liaison**, Project Starfish:

Subcontractor/consultant for small business; created contact lists that foster business to business relationships; responsible for the preparation of promotional literature, sales and public relations in the New England region.

2010-2014 **Columnist**, Matilda Ziegler Magazine for the Blind:

Researched, wrote and edited magazine articles with an emphasis on advocacy for persons and caregivers living with disability.

2005-2014 **Sports Talk Show Host**, Cable Access Television, New Bedford, MA:

Produced and led lively interactive group discussions that discussed, and debated a wide range of sports topics, from local sports teams to national and international sports teams and events.

2006-Pres **Online Publisher**, Consumer Vision Magazine:

Volunteer contributor to a monthly magazine with a wide range of mail and electronic subscribers; prepared articles that were focused on information and education for the end user.

2003-2005 **Auto Parts Service Advisor/Receptionist**, Teixeira’s Auto, Fairhaven, MA:

Customer relations specialist responsible for answering and responding to customer calls and direct inquiries. Ordered automobile supplies and parts for retail customers that was designed to provide them with a personal customer experience

1998-2002 **Health Benefits Provider**, Coastline Elderly Services, New Bedford, MA:

Advised clients on their health care benefits concerns to better help them understand their issues; assisted clients with completing and interpreting their health benefit applications for medical coverage.

EDUCATION

Bachelor of Science in Finance, University of Massachusetts Dartmouth, Dartmouth, MA

SKILLS

Responsive communicator, customer service, active listening, time management, data entry, sales