

Sara B. Caldwell

New Rochelle, NY

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HIGHLIGHTS:

Producer & News Reporter, WVOX-AM, WVIP-FM. Whitney Radio, New Rochelle, NY. (9/2007 – Present)

- ♦ Fill in News Anchor for *Good Morning Westchester*.
- ♦ Compile, write, edit and record science and general interest news briefs for *Good Morning Westchester*.
- ♦ Host, *Young Adults Today*. Interview and commentary of issues affecting youth.
- ♦ News and monologue writing and editing.
- ♦ Digital audio editing.
- ♦ Board operation and phone screening.

Environmental Health Technician, Department of Health. Westchester County, NY. (4/2008 – Present)

- ♦ Mosquito Surveillance Unit. (Spring & Summer)
- ♦ Animal Vector Unit. (Fall)
- ♦ Petroleum Bulk Storage Unit. Inspect facilities that store heating fuel oil to ensure compliance with NYS, DEC and Westchester County regulations. (Winter)

Assistant Editor, Genetic Engineering & Biotechnology News magazine. New Rochelle, NY. (8/2007 – 4/2008)

- ♦ Editorial Manager to Technology Focus e-mail blasts and Editorial Preview e-mail blasts. (1/2008 – 4/2008)
- ♦ Upload print issues to web site (www.genengnews.com). (1/2008 – 4/2008)
- ♦ Light and medium editing, copyediting, fact checking and proofreading of manuscripts; compilation and maintenance of “calendar of events” and “people” sections; editing of clinical trial press releases for “clinical trial” section; style book adhesion; Quark article formatting.

General Manager, WRHO-FM. Hartwick College, Oneonta, NY. (2/2004 – 5/2007)

- ♦ Completely oversaw all station matters including budget, FCC regulations and paperwork.
- ♦ Managed 30 DJs, 20–30 support/general interest members.
- ♦ Proposed streamline version of budget to Student Senate. (4/2006)
- ♦ Coordinated FCC relicensing. (2/2006)
- ♦ Wrote Operations Manual.
- ♦ Enforced noncommercial FCC rules and regulations.

On-Air Talent, WRHO-FM. Hartwick College, Oneonta, NY. (2/2004 – 6/2007)

- ♦ Three-hour, weekly themed variety music and news show with phone and live guest interviews; live copy reads; community and Public Service Announcements; short news segments; on-air reporting; online research; board operation and phone screening.
- ♦ News Director (2004 – 2005); Website Administrator (2004 – 2007).

EDUCATION:

M.S., Publishing. 5/2009, Pace University, New York, New York.

- ♦ Thesis: Providing Tailored Local Government Publications to Diverse Populations.

B.A., Biology. 9/2007, Hartwick College, Oneonta, New York.

- ♦ Thesis: The Effects of Extended Hypergravity on Developing Embryonic Quail Eggs.

OTHER EXPERIENCE:

Freelance Writer. *Upstate Life magazine*, Oneonta, NY. 3/2007 – 6/2007

Writer, “The Swing.” *Writing Underground Journal*, Oneonta, NY. 5/2007

Author, “Effects of Extended Hypergravity on Developing Embryonic Quail Eggs,” *Hartwick College Journal of Biology*, Oneonta, NY. 10/2004 – 5/2007

Writer, *Operations Manual, Safe Harbor Act Script, Information Brochure*; WRHO-FM, Oneonta, NY. 2/2004 – 5/2007

Contributing Editor and Writer, *Hilltops*. Hartwick College, Oneonta, NY. 10/2003 – 5/2005

Editor, Publications for Al Gallodoro Birthday Celebration. Rob Hunt, Oneonta, NY. 2/2005 – 4/2005

Web Editor, Digital Scanner. Benoit Mandelbrot, IBM T.J. Watson Facility in conjunction with Yale University, Yorktown Heights, NY. 6/2003 – 12/2004

SOFTWARE:

QuarkXPress, Adobe Photoshop, Dreamweaver, Fireworks

Adobe Audition, NexGen Digital, Simian, Audio Vault, Smartcaster, GarageBand, Acid

HTML, ExactTarget, CSS, MySQL, Ingeniux and in-house CMS, Mozilla Firefox and Thunderbird

Microsoft Office Suite, SPSS, Derive 6, OSX, Win95+, 68wpm

Full Curriculum Vitae and Air Checks are available on web site. References are available upon request.