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Anne Ngugi

Producer

Energetic ambitious journalist dedicated to highlighting different aspects of our society through creative and informative stories. Adept at news production and TV and radio content production, I am capable of developing comprehensive and influential stories while working under deadlines and pressure, works as part of a team with the ability to influence senior leaders with new and refreshing ideas. Seeking an exciting and challenging position where my skills and knowledge can be used to the fullest for professional advancement and learning.

WORK EXPERIENCE

April 2019 - Present

Producer | Light and Life Media

Came up with concepts for the news programme and a weekend show, oversaw the production of content for the radio station, managed the news program from start to finish, anchored the daily news bulletin at 9:00pm, hosted the weekend show, managed all social media handles for the station

May 2018 - September 2018

Production Assistant | Young Rich Productions

Duties and Responsibilities * Budgeting and scheduling productions * Oversee productions and post productions * Filing of all production related material * Sourcing and online marketing for all productions

April 2017 - August 2017

Reporter | Standard Media Group

Write news stories with engaging deadlines.
Develop story ideas and concepts in partnership with the editorial team.
Research industrial and technical information on developing stories to quickly come up with different story angles.

May 2016 - August 2016

production assistant | Royal Media Services

Duties and responsibilities * Audio recording and editing using Adobe Audition Software * Production of promos, drops and station imaging liners * Packaging of News and Features * Basic Studio sound, Microphone and Mixer setup * On air studio systems and operations * Studio etiquette and ethics

EDUCATION

2013 - 2017

Bachelor of Journalism and Mass Communication

Masinde Muliro University of Science and Technology

2009 - 2012

KCSE

Loreto Girls Highschool

1999 - 2008

KCPE

Silver Bells Academy

SKILLS

- Concepting and ideation
 - Customer service
 - Documentation and record keeping
 - Feature and article writing
 - Film and video directing
 - Internal communication
 - News writing and production
 - Office tools: Word, Excel, Outlook
 - Press relations
 - Public, corporate relations
 - Radio production
 - Reporting
 - Sales support
 - Social media community management (admin)
 - Team leadership
 - Typing and note taking
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LANGUAGE SKILLS

- Swahili
 - English
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