**Jeffry M. Burga**

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201-803-6132

**PROFESSIONAL EXPERIENCE**

**Westwood One Traffic Department 3/15- Present**

• Schedule commercial spots in various radio programs

• Coordinate with sales planning to prioritize the proper placement for certain commercials

• Communicate with various radio producers and provide logs and playlists of commercial airplay

**SiriusXM Satellite Radio- NFL & NBA Radio Sports Producer 1/13 – Present**

• Responsible for pre and post show production including loading promos and interviews

• Helped to run the audio board for NFL & NBA Radio Channels

• Helped to prepare on- air content and developed show topics with on air talent daily.

• Interacted with agents and PR to book professional athletes and sports personalities daily.

• Handled remote feeds from our NYC studios to other locations in the United States.

• Promoted and managed the Facebook & Twitter, monitoring breaking news through credible sources

• Participated in weekly producer meetings to help develop program content for rest of the channels

• Summarized show segments in daily email to other producers.

**Sirius XM Radio – Play by Play Board Operator/ Supervisor 6/12 – Present**

•Supervised a team of 20+ Board Operators during numerous simultaneous sports broadcasts.

• Ensured each sport’s broadcast was received from provider and produced correctly.

• Monitored board operator team to ensure each followed management’s guidelines & procedures.

• Developed a strong work ethic tailored to a high pressure deadline driven environment.

• Composed End of Night Reports detailing all issues encountered during broadcasts.

**Westwood One-Studio Coordinator 4/14 – Present**

• Transmitted live sports feeds for NFL, PGA, NCAA & Barclays Premier League broadcasts

• Documented commercial inventory for affiliate sales department during live sporting events.

• Managed communication between live studio and on- site production team for on air broadcast coverage.

• Edited live pre- game and postgame coverage for production team.

• Recorded and edited sports highlights for live sporting events for halftime or postgame usage.

• Composed End of Night Reports detailing all issues encountered during broadcasts.

**COMPUTER & SPECIAL SKILLS:**

•Prophet, Adobe Audition, Microsoft Word, Excel, and Powerpoint.

•Bilingual with the ability to read and write in Spanish.

•Extensive experience with radio and television studio equipment

**EDUCATION**

Fairleigh Dickinson University, Teaneck, NJ. BA in Broadcast Communications Grad: May 2005