

JASON ALLENTOFF

jasonallentoff@gmail.com | jasonallentoff.com

EDUCATION

Bachelor's Degree Communications

Monmouth University,
West Long Branch, NJ
Graduated May 2007
3.7 GPA

Associate Degree Broadcasting

Brookdale Community
College, Lincroft, NJ
Graduated May 2005
3.7 GPA

TECHNICAL SKILLS

PC and Mac OS
Public Speaking
Sales

Customer Service
Customer Support
Wordpress
Microsoft Office
VoxPro
TLC
Shortcut
Avid I-News
Avid Xpress DV

EXPERIENCE

Micromedia Publications, Inc.

2014–present, Vice President/Chief Operating Officer

- Oversee the day-to-day operations of a newspaper company responsible for seven weeklies
- Manage a team of writers, layout & graphic designers, sales representatives and office staff
- Develop new strategies for advertising sales revenue
- Design and maintain the company's website and social media pages
- Help to drive traffic to the website and implement social media initiatives
- Maintain a number of advertising accounts in the coverage area
- Human Resources and administrative duties
- Final say on the content of the newspaper and stories published
- Founded JerseyShoreOnline.com, a hyperlocal news & advertising website

Dow Jones and Company, The Wall Street Journal Radio Network

2008–2009, Freelance Tape Editor

- Interviewed economists and assembled audio actualities for the network
- Tracked business news, stock updates and market trends
- Assisted in the editing of podcasts for WSJ.com

Townsquare Media, WOBFM-FM, WOBFM-AM (formerly Millennium Radio)

2005–2014, News Anchor/Reporter

- Wrote and broadcast concise and informative newscasts at the top and bottom of the hour
- Enterprised news stories, interviewed public officials and researched relevant leads
- Stayed ahead of competing media outlets with breaking news on-air & online
- Updated stories and provided multimedia content for the company's websites
- Hosted public affairs programs and call-in talk shows
- Represented the news department at a number of public forums & special events
- Conducted compelling interviews and produced hard-hitting, topical news stories
- Covered all broadcasting shifts both in-studio and out in the field
- Provided news reports to the network flagship station WKXW-FM - New Jersey 101.5
- Anchored during critical news stories including Hurricane Irene and Superstorm Sandy

Easy Video

1999–2005 Assistant Manager

- Provided excellent customer service to thousands of customers
- Prepped merchandise for rent & for sale
- Managed other staff members, oversaw the day to day operations, trained new employees and maintained the in-store computers

WeGuardYou.com

1999–2003 Technical Support, CSR, Office Assistant and Webmaster/Designer

- Provided direct contact for web and computer support for the public in the ISP division
- Designed and updated several websites in the company
- Handled customer billing and public relations tasks