

**ELIZABETH A. SCHRADER**

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**EDUCATION:** **Middle Tennessee State University, Murfreesboro, TN**  
*Master of Science, Mass Communication, 2011; GPA 3.889*

**Temple University, Philadelphia, PA**  
*Bachelor of Arts, Broadcasting, Telecom. & Mass Media, 1998; GPA 3.78*

**Montgomery County Community College, Blue Bell, PA**  
*Associate in Arts, Radio/TV/Film, Magna Cum Laude 1988, GPA 3.7*

**EMPLOYMENT:**

**06/2018** **EXECUTIVE ASSISTANT**  
to  
**Present** **Solar Aurora LLC**; Reagan Jones, Founder: rjones@solarauroraaz.com, (480) 452-9186.  
Part time as needed. Cross-source data integrity, solar layout design and proposals, mapping, marketing initiatives and design, client communication, video conferencing.

**08/2012** **ADJUNCT PROFESSOR**  
to  
**05/2017** **Columbia State Community College**; Ms. Lacey Bennis-Owens, Coordinator of Arts and Communication: lbennis@ColumbiaState.edu, (931) 540-2875.  
Taught *Public Relations, Introduction to Mass Communication, Media Writing, and Intro to Electronic Media*. Day classes, lecture, web-enhanced with online D2L, audio-visual presentations, interactive projects. Certification in *Transforming College Teaching Colloquium*.

**01/2016** **ADJUNCT INSTRUCTOR**  
to  
**05/2016** **Motlow State Community College**; Mr. Brian Robinson, Department Chair, Humanities.  
Teach *Survey of New Media*. Day classes, lecture, web-enhanced with D2L.

**08/2009** **GRADUATE ASSISTANT**  
to  
**05/2010** **Middle Tennessee State University, Murfreesboro, TN**. Dr. Zeny Sarabia-Panol, School of Journalism; Dr. Robert Kalwinski, Mass Communication. Served as Assistant Editor for *International Communication Research Journal*. Helped launch journal's re-branding, created initial Web page and Internet presence. Also assisted with research and data analysis.

**03/2003** **ADMINISTRATOR / CAREGIVER**  
to  
**05/2008** **Home-based care**. Full-time caregiver for sister and guardian for aunt. Solely responsible for complex financial, legal, medical, and insurance matters. Provided personal assistance and care.

**12/1998** **EXECUTIVE / ADMINISTRATIVE ASSISTANT / OFFICE MANAGER**  
to  
**12/2003** **Various Clients, Freelance & Agencies, Philadelphia PA, Nashville TN**  
Nashville area included law offices of K. Gabriel Heiser, and UPS Tennessee District Finance Department. Philadelphia area included home-based business for professors, students, small businesses. Agency work included publishers, law offices, pharmaceutical companies. Duties included customer relations, leading seminars, conference representative, marketing, travel.

**11/1988** **STAGE MANAGER / FLOOR DIRECTOR**  
to  
**11/1998** **WCAU TV, Channel 10 Philadelphia (NBC, formerly CBS)**  
Managed studio operations for live news, audience and talk shows. Assisted with scripts, directing, set building and design, location coordinating, host and assistant to celebrity guests. Approximately 5 years under CBS, 5 years under NBC.

**CERTIFICATIONS:** Level 1 Fingerprint Clearance, Arizona DPS. Transforming College Teaching Colloquium.

**COMPUTER APPLICATIONS:** D2L, MS Office Pro Suite; extensive knowledge of MS Word, Excel, PowerPoint, some MS Access. Quicken, Adobe Acrobat Pro, Corel Paint Shop Pro, some Adobe Dreamweaver

**OTHER INTERESTS/ACTIVITIES:**

1980-Present: Face painting, guitar & bass teacher, vocal and performance coaching.  
2008-Present: News Literacy and Media Literacy.