



ALEC W.G. REED BA, Pol Sc, Hist

302-160 Erskine Avenue Toronto, Ontario M4P 1Z3
alecreed364@hotmail.com

647-283-9321

202.239.5493

BROADCAST JOURNALISM TV AND RADIO SKILLS

Performed on-camera presentations for television news, weather and sportscasts.
Performed Roc's and debriefs with anchor, Proficient in using a studio teleprompter.
Produced and performed radio newscasts/reports, sports, weather.
Conducted interviews for radio and television news reports.
Reported and wrote radio and television news reports.
Prepared and presented television commentaries and entertainment segments.
Wrote, edited news copy developing a variety of writing styles that fit the medium.
Understand and performed ENG editing.
Developed radio and television news story ideas, angles and treatments.
Learned how radio and television newscasts are developed and structured.
Understand the technical aspects of television newscast production.
Used the Burlingame Newsroom editing system to prepare television and radio newscasts.
Researched and develop news stories.
Trained to use video cameras in a technically proficient and appropriate manner.

ACTING FOR THE CAMERA

Worked through a series of special exercises, improv, and film scripts to learn the technique of acting for the camera. Learned the reality of the camera. Taught the foundations of the acting process. Introduction to scene studies, Script analysis and the vision of the writer.

EXECUTIVE RECRUITING

An experienced "Executive Recruiter", with a diverse background in Sales, Sourcing, Recruiting, and Interviewing; offering communication skills, telemarketing, cold calling, time management skills, and interpersonal skills, Training and Management

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COMPUTER EXPERTISE

Burli Newsroom Software,

Maximizer 7, Windows 2000, Quick Books Accounting, Scanning Software, OmniPage, WS_FTP Home, Beginning Word 97, Winfax, Bull Horn ,Staffing Recruiting Software, Adapt Staffing Software, Vianet ,I.D. information Software,Version 4.2, Datacard Group

SALES & MARKETING EXPERIENCE

EXECUTIVE RECRUITER ,RECRUITING MANAGER/DIRECTOR 1993-Pres

Argus Search Group Executive Recruiting Services

- Recruited and interviewed, presented Executives to major corporations.
- Wrote up job descriptions and researched corporations and Industries; Negotiated Salary's and Benefits for corporations and Candidates
- Provide services to business; ensure quality of those services and client satisfaction. Responsible for quarterly reviews. Coaching and training in groups and one on one.
- Trained Entry-level Administrators in business methods and procedures, software protocol, reception, telephony duties.
- Developed implement policies, programs, procedures regarding human resource planning, recruitment, training, development, occupation classification, pay benefits

EXECUTIVE RECRUITER 1989-1993

Anderson Associates,

- Responsible for marketing and client presentations to Presidents, C.E.O.s, Vice Presidents, National Sales Managers, D.S.M, and Human Resources.

ADULT EDUCATION, NIGHT SCHOOL TEACHER 1991-1993

Toronto Board of Education

- Prepared subject material for presentation according to approved curriculum; Taught students using a systematic plan of lectures, discussions

INVESTIGATIVE EXPERIENCE

INTERVIEWING OFFICER 1988-1989

Canadian Immigration, Toronto Pearson International Airport

Determine admissibility of persons seeking entry into Canada by examining documents and conducting interviews; Finger Printed, Photographed refugee claimants for CSIS and RCMP.

PERSONNEL MANAGER / SECURITY OFFICER 1980-1988

Canadian Protection Services

- Identified current prospective staffing requirements, prepared, posted notices and advertisements, collected and screened applications
- Advised applicants on employment requirements on terms conditions of employment

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MILITARY EXPERIENCE

Infantry Soldier, Canadian Armed Forces

48 Highlanders of Canada, Moss Park Armouries, Toronto Ontario

- Operated hand-held weapons and other military combat, defence systems; Engaged in drills & other training in preparation for combat, disaster relief duties

EDUCATION

Broadcast Journalism Certificate

Seneca @ York, School of Communications Arts

2009

BA, Political Science, History

York University

1986

CERTIFICATION & TRAINING

Television and EVN Studios,	2009
Acting for the camera 1, 2	2009
First Aide and CPR	2009
Sales Force Training Seminar	1995
Instructional Techniques Certificate	1990
Toastmasters Public Speaking Course	1990
Tony Byrne Business Mgmt & Recruiting	
Finkel Sales & Mgmt Recruiting Training	
Morgan Management Sales Management Recruiting Training Program	
Pursuit of Excellence, 1, 2, 3	
How to Supervise Fred Pryor Seminars	1994
Phone Power Outbound Training,	1993
Context Associated	1992
Security Management Certificate	

ASSOCIATIONS

Vice President Association of Professional Placement Agencies & Consultants	1997-2000
Vice President of Toast Masters International, Imperial Oil Club	1990-1995
Former President of Bellwood's Riding, Young Progressive Conservatives	
Royal Canadian Air Cadets	

CITIZENSHIP

Canadian and British Valid Passport Holder