**Reneka Toler**

2870 Kimball Avenue Apt 6

Memphis, TN 38114

(901)-6913587

rltoler@memphis.edu

**Objective:**

To obtain an excellent internship as a New Anchor, where my effective writing, speaking, and communication skills makes a difference in the media.

**Summary of Qualification Skills:**

* Experience of 4 years in Journalism and professional writing
* Proven ability to cover new topics, news, and accept responsibilities.
* Very fluent in speaking and writing English
* Great communication skills both written and verbal.
* Capable of meeting deadlines and working at a fast pace.
* Expert in writing and editing scripts.
* Profound skills in using Microsoft Word, Power Point, and Excel.

**Professional Experience**

August 2011-Present University of Memphis

Producer/Anchor/Reporter

* Complete pitch sheets to gather story ideas
* Utilize social media to keep update on news
* Create a 15-minute news-cast
* Anchor for Insight News.
* Design personal website and blog.
* Cover live and breaking news.

April 2011-Present Aramark

Cashier

* Handle cash transactions.
* Promote sales for company.
* Stock and organize food products.
* Communicate and provide excellent customer service.

**Education** 2008-Present University of Memphis

* Journalism Major

**References -**  **AVAILABLE UPON REQUEST**