

Jason Crane

jason@jasoncrane.org / (814-769-9543) / 423 Kemmerer Rd State College PA 16801

SKILLS

With more than 25 years of professional experience, I look forward to sharing the following skills:

- Managing paid and volunteer staff to foster a productive and pleasant working environment for all
- Interacting professionally and with customers, colleagues, and clients
- Creating original social media content via Facebook, Twitter, and Instagram
- Copy editing a wide variety of print and online publications, posts, articles, etc.
- Handling a high volume of scheduling requests and organizational needs with utmost accuracy
- Writing speeches and speaking publicly in front of small groups or large crowds
- Publishing blogs, especially on a WordPress platform
- Communicating considerately yet concisely in person, over the phone, and via email at all times
- Proficient with the following organizational/scheduling/media editing tools:
 - Google Mail, Drive, Calendar, and Keep
 - GIMP (open source image editor similar to PhotoShop)
 - Audacity (audio editor)
 - Basic HTML
 - Typing up to 70 words per minute
 - Microsoft Word, Excel, PowerPoint

EMPLOYMENT HISTORY

- **Freelance Writer (CraneWrites.com).** 2007-present.
- **National Organizer, AFGE.** Various locations, October 2017 – August 2018.
- **Morning Show Host/Program Director, 98.7 FM The FREQ.** State College PA, June 2015-October 2017.
- **Manager, Webster's Bookstore Cafe.** State College PA, March 2014 – August 2015.
- **Receptionist, Sutliff Buick, GMC, Cadillac.** State College PA, October 2013-March 2014.
- **Online Content Creator and Webmaster, Auburn University College of Human Sciences.** Auburn AL, December 2012 – June 2013.
- **Communications Specialist, Capital Region BOCES.** Albany NY, March 2009 – June 2010.
- **Organizer/Organizing Director/Union Representative, UNITE HERE.** Rochester and Albany NY, June 2005-March 2009.
- **Station Manager, Development Director, Afternoon Drive-Time Host at Jazz90.1 (WGMC).** Rochester NY, November 2001 – November 2004.

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- **Operations Producer, WXXI.** Rochester NY, September 2001 – November 2001.
- **Organizer, SEIU.** Boston MA, Concord NH, and Rochester NY, July 2000 – September 2001.
- **Copy Editor, Nikkei News Bulletin** (NYC, NY); *The Island Packet* newspaper (Hilton Head Island, SC); **Kyodo News World Service** (Tokyo); *Daily Yomiuri Newspaper* (Tokyo). Various times between January 1997 and June 2000.
- **Saxophonist** (Arizona, New York, Pennsylvania, Japan, South Carolina). Various times between October 1994 and January 2000.
- **Radio Reporter** (Tokyo), **National Public Radio's *Morning Edition***. March 1998 – December 1998 (concurrent with other work).
- **Radio & TV News Writer, Radio Reporter, Copy Editor, Bloomberg Information Television & Radio** (Tokyo). January 1997 – June 1997.
- **Radio Host, KUAT** (classical) and **KUAZ** (jazz). Tucson, Arizona. September 1995 – June 1996.