

GREGORY HELD

Broadcast Operations Manager & Voiceover Artist

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Dear Hiring Manager,

I am writing to express my interest in a position within your organization that aligns with my extensive background in radio broadcasting, station management, and audio production. With over 25 years of experience, I have consistently delivered high-quality programming, maintained complex technical systems, and contributed creative voice work that enhances listener engagement.

Throughout my career at KHIS AM/FM, Wilkins Radio Network and American General Media, I've overseen all aspects of station operations—from programming and scheduling to technical troubleshooting and compliance. I've designed and maintained multi-computer broadcast infrastructures, managed digital media workflows, and provided 24/7 support to ensure seamless on-air delivery. My hands-on approach and commitment to excellence have helped improve operational efficiency and elevate broadcast standards.

I am passionate about the evolving media landscape and thrive in environments that value innovation, collaboration, and audience connection. I am confident that my skills in audio engineering, project management, and creative production would make me a valuable asset to your team.

Thank you for considering my application. I would welcome the opportunity to discuss how my experience and enthusiasm for broadcasting can contribute to your organization's success.

Sincerely,
Gregory Held

PROFESSIONAL SUMMARY

.Versatile broadcast professional with over 35 years of experience in radio programming, station management, and audio production. Proven expertise in voiceover artistry, technical troubleshooting, and studio operations. Adept at adapting legacy skills to modern digital workflows, with a passion for storytelling and sound design. Seeking new opportunities to blend creative voice work with operational excellence in broadcasting and media.

CORE COMPETENCIES

- Radio Programming & Station Management
- Audio Production & Editing (Cool Edit Pro)
- Voiceover & Station Imaging
- Studio Equipment Configuration
- Technical Troubleshooting
- Digital Media Workflows
- FCC Compliance & Documentation
- Remote Recording & Live Event Coverage
- Project Management & Team Leadership

PROFESSIONAL EXPERIENCE

KHIS Radio AM/FM– Bakersfield, CA

On-Air Talent / Production Assistant / Technical Operator
1986 – 1997

- Earned first FCC broadcast license and launched professional radio career
- Hosted live and pre-recorded segments across music and talk formats, developing strong vocal presence
- Edited audio using reel-to-reel and early digital DOS systems, laying the groundwork for future production expertise
- Supported studio setup, equipment maintenance, and remote broadcast coordination
- Contributed to station imaging and promotional campaigns, gaining hands-on voiceover experience

Wilkins Radio Network — Bakersfield, CA

Production Manager / Station Manager | 2015–2025

- Managed day-to-day operations of multiple AM stations, overseeing programming, scheduling, and compliance.
- Engineered and maintained multi-computer broadcast infrastructure, including automation systems and remote access.
- Produced and edited local programs, promos, and imaging using Cool Edit Pro and Adobe Audition.

- Provided 24/7 technical support, troubleshooting audio chain issues, network outages, and equipment failures.
- Coordinated live remote broadcasts and special events, ensuring seamless setup and execution.
- Maintained FCC public files and ensured regulatory compliance across all stations.
- Trained and supervised staff on studio procedures, software usage, and emergency protocols.
- Implemented workflow improvements that reduced downtime and enhanced audio quality.

American General Media — Bakersfield, CA

Station Manager | 2001–2015

- Directed operations for multiple formats including news, sports, talk, and music across AM/FM stations.
- Scheduled programming, managed talent, and coordinated with national networks for syndicated content.
- Produced commercials, imaging, and live event coverage with a focus on creative storytelling and brand consistency.
- Oversaw studio upgrades and equipment installations, including digital consoles and automation systems.
- Collaborated with sales and promotions teams to develop on-air campaigns and sponsorships.
- Delivered voiceover work for station imaging, promos, and client commercials.
- Ensured compliance with FCC regulations and maintained accurate documentation.
- Mentored junior staff and interns, fostering a culture of professionalism and technical excellence.

TECHNICAL SKILLS

- Audio Editing: Cool Edit Pro, Adobe Audition
- Broadcast Automation: Simian, NexGen, ENCO
- Remote Access & Networking: TeamViewer, VPN, IP Audio
- Studio Hardware: Digital consoles, microphones, processors
- File Conversion & Optimization: WAV, MP3, AAC, FLAC
- Productivity Tools: Microsoft Office, Google Workspace
- Troubleshooting: Signal flow, connectivity, software conflicts

EDUCATION

Bakersfield College — Bakersfield, CA

Coursework in Radio and Television Broadcasting