C. MONETTE HIGHTOWER

OBJECTIVE

While enjoying all of my long term positions below, I am currently seeking a position with opportunities where I can utilize my skills, growth is an option and be challenged; benefiting myself and the company/organization where the sky is the limit.

EXPERIENCE

2003-Present Showcase Cable Ad Sales Houston, TX

Traffic/Office Manager

- Order entry into Adsails
- Traffic scheduling
- Billing for 3 cable companies (Wavevision, Entouch and Phonoscope)
- Accounts Receivables for all 3 cable systems
- Bank Deposits
- Answer Phones
- Order Office Supplies

1998-2002 Clear Channel Communications Houston, TX

Continuity Director

- Coordinate all Commercial flow
- Act as central/pivotal point for all stations in the Houston market (KODA, KHMX, KKRW, KLOL, and KTBZ)
- Assign cart numbers for all stations, maintaining commercial library, and making sure what was on the log was played as scheduled.

1997-1998 Clear Channel Communications Houston, TX

Traffic Director for KQUE Radio (purchased by Clear Channel)

- Responsible for all traffic scheduling and continuity

1982-1997 KQUE/KNUZ Radio Houston, TX

Traffic Director

- Traffic Scheduling
- Billing for KQUE/KNUZ
- Reconciliation of Manual General ledger with Traffic System
- Switchboard Operator
- Sales Proposals and Contracts

1981-1982 Oak Manor Apartments Houston, TX
Apartment Manager

EDUCATION

Waltrip High School

INTERESTS

Enjoy family time and hanging out with my friends from my church group.

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