

Riley King

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EXPERIENCE

iHeartMedia, Manchester, NH — Radio Board Operator & Producer

January 2026 – Present (part time during football, hockey, and basketball seasons - Friday night, Saturday afternoon or night, and Sunday afternoon or night)

- Operate broadcast console in a fast-paced live radio environment for on-air programming
- Monitor audio quality, timing, and FCC compliance while coordinating programming flow
- Assist with smooth transitions between programming segments and advertisements

Checkers Barbershop, Epping, NH — Social Media Specialist (Freelance)

2022–Present

- Develop and manage social media content to promote services, strengthen brand presence, and increase customer engagement
- Provide ongoing support with digital marketing and online visibility initiatives on an occasional freelance basis
- Design promotional graphics and create logo concepts to support branding and advertising efforts

Walmart, Epping, NH — Digital Personal Shopper

September 2021 – March 2023

- Fulfilled and prepared customer pickup orders efficiently while maintaining accuracy and attention to detail
- Assisted customers with product questions, substitutions, and order support to ensure a positive shopping experience
- Supported store operations by organizing inventory, stocking shelves, and coordinating timely order delivery to customers' vehicles

Deerfield Community School, Deerfield, NH — School Custodian

March 2021 – September 2021

- Maintained cleanliness and sanitation throughout the school by cleaning classrooms, restrooms, and common areas
- Managed daily facility upkeep, including trash removal, supply

SKILLS

Radio Broadcasting Operations

Audio Monitoring & FCC Compliance

Social Media Management & Digital Marketing

Customer Service & Audience Engagement

Broadcast Console Operations

Content Creation & Promotional Graphics

Microsoft Office & Basic Computer Applications

File Organization & Confidentiality

Records Management & Data Entry

Team Collaboration & Communication

Inventory & Stocking Support

Time Management & Multitasking

Attention to Detail

Problem Solving

Adaptability in Fast-Paced Environments

Technical Troubleshooting

- restocking, and routine maintenance tasks
- Assisted with building security procedures by securing entrances and ensuring the facility was properly closed each day

DTSV Inc.> - National Visa Center, Portsmouth, NH — *File Clerk, Facial Recognition*

July 2016 – March 2021

File Clerk

- Sorted, organized, and maintained confidential records while following company policies and government regulations
- Prepared outdated files for secure shredding and disposal while ensuring accuracy and document security
- Demonstrated strong reliability, punctuality, and professionalism in a high-security work environment

Facial Recognition

- Reviewed passport and visa application photos using facial recognition software to verify identity matches within the system
- Analyzed image details and flagged potential discrepancies while maintaining strict confidentiality standards
- Worked with sensitive government-related data and successfully met Secret Security Clearance requirements

EDUCATION

Husson University, Bangor, ME — *Certificate in Radio Communications, May 2025*

Jan 2024 - May 2025

Relevant Coursework: Advertising, Radio Operations, Advanced Radio, Podcasting, Social Media Marketing

Project Search -Portsmouth Hospital, Portsmouth, NH — *Certificate*

Aug 2015 - May 2016

Completed a hands-on workforce development program focused on career readiness, workplace communication, and job skills training through classroom instruction and on-site internships.

Concord High School, Concord, NH — *High School Diploma, June 2014*

Completed a 5th-Year Transition Program (2014–2015) focused on independent living, workplace readiness, communication skills, and career development.