

Lynn Gilstrap
Lynnmax0531@aol.com
505-507-7636

Experience – 2020 –Present Entravision Communications

Traffic Manager

Traffic duties include, contract input, confirmations, daily commercial log set up. Inventory Management, final log verification, daily log reconciliation. Coordinate commercial copy.

2019 –2020 Sinclair Broadcasting

Billing Coordinator Compulse Integrated Marketing

Duties included, digital contract verification including rates, dates, and posting dates.

2013 –2019 Entercom/ Baltimore

Traffic Manager

Traffic duties include, contract input, confirmations, daily commercial log set up. Inventory Management, final log verification, daily log reconciliation.

2002– 2012 Calvary of Albuquerque KNKT-FM & KLYT-FM

Traffic Director, Station Manager

Traffic duties include contract input, confirmations, and final log verification, Accounts payable, accounts Receivable, weekly and monthly Invoicing, monthly statements, yearly budget forecasting, and provide support to General Manager and Sales Manager.

Station Manager duties- Station Licenses renewals, translator Coordination, DJ Supervisor. Manage 2 major fund raiser for KLYT-FM per year.

1986-2003 Entravision Communications Radio Division, Trumper
Communications, AGM Radio, Simmons Radio Group

Office Manager, Traffic Director

Responsible for Staff payroll, accounts receivables, accounts payables, staff insurance, yearly budget forecasting and personal files.

Traffic duties include contract input, confirmations, final log verification, weekly and monthly invoicing and statements and Provide support to General Manger and Sales Manager.

Broadcast Software Wide Orbit, Marketron, Columbine, Computer Concepts, CBSI,
IBS

Interests/Hobbies Sewing, and reading

Civic Awards Job's Daughter Honored Queen Bethel #2, Albuquerque, NM
Grand Bethel Honored Queen of New Mexico
Outstanding Young Women in America - 1983

References

Pastor Chip Lusko
General Manager LIFE-FM, Miami, FL
505-250-7742

Debbie Rockhold
Co-Worker, Friend
505-553-1347

Jennifer Trimmer
Traffic Manager
Audacy Communications
443-306-4491