

ADJUNCT PROFESSOR ✦ MULTIMEDIA PRODUCER ✦ MANAGER

Customer Service ✦ Strategic Management ✦ Professional Development

Dynamic career as a Multimedia Producer, Television Studio Manager, and Adjunct Professor with experience in creating dynamic projects, and providing exceptional training and support in the area of audio visual services. Experienced at working on projects from initial idea and development phase (vision), performing all creative/graphical work and delivering the completed product. People oriented personality style that facilitates the engagement of subject matter experts, administrators, faculty and students in the utilization of media recording equipment and the structuring of multimedia projects, making it an easy and enjoyable experience from concept to completion. Self-disciplined, highly organized professional with the ability to thrive in high paced environments. Ability to manage multiple projects at once while working within strict deadlines and maintaining professionalism. Strong leadership skills in managing multiple diverse teams promoting dedication, innovation, creativity and growth. Outstanding presentation and communication skills, being an integral part in the development and success of numerous medical training videos, documentaries, motivational videos and marketing materials.

SELECTED HIGHLIGHTS

- Ability to develop faculty, staff and students in one-on-one tutorials, orientations and formal training classes by clearly communicating technical information in easily understood non-technical terms, resulting in the effective use of various technologies.
- Produced, directed, and edited videos for administration and faculty of multiple departments including but not limited to public relations, student activities, athletics, and public health.
- Multimedia producer solely responsible for the video production needs of all curriculum based projects and training videos for the entire campus of Augusta University and Augusta University Health System.
- Integral role in the advising and planning of academic portfolio development for students in various concentrations.
- Received numerous accolades and recognition for superior customer service for identifying and implementing technology solutions for faculty, administrators and students.
- Performed a research project on Media Services of Augusta University in regards to the trends of technology usage (i.e. laptops, digital cameras, video cameras) which resulted in playing a significant role in the decision making process for equipment purchases for the department in order to meet the satisfaction of the students.

CORE COMPETENCIES

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| ▪ Multimedia Development | ▪ Customer Service | ▪ Staff/Student Training |
| ▪ Strong technical skills | ▪ Project Management | ▪ Team Building |
| ▪ Learning Management | ▪ Relationship Building | ▪ Content Development |

TECHNICAL SKILLS

Internet: HTML, JavaScript, SharePoint, SEO/SEM, CSS, XML, HomeSite, Visual Studio, Joomla, WordPress, Blogger, Google Analytics, ASP/ASP.NET, Google Webmaster Tools

Applications: MS Office, Keynote, Dreamweaver, Flash, Fireworks, FrameMaker, Acrobat, Captivate, Camtasia.

Multimedia: Tricaster, Final Draft AV, Pro Tools, Final Cut Pro X and 7, Adobe Premiere, Adobe After Effects, Adobe Photoshop, Adobe Audition, Adobe InDesign, Adobe Dreamweaver, Adobe Media Encoder, Pro-Tools, Logic Pro, Compressor, MPEG Streamclip, Echo 360, Live Type, DVD Studio Pro, Soundtrack Pro, iMovie, and iDVD.

Writing: Technical, Instructional, Advertising, Presentation, Proposal, Scripting.

Online Learning Management Systems: Desire2Learn, Coursera, Blackboard, GeorgiaView.

PROFESSIONAL EXPERIENCE

Augusta University † Augusta, GA † June 2008 - Current **Instructional Multimedia Producer, Center of Instructional Innovation**

- Designs, creates, manipulates and tailors graphics, images, sound, video, animation and text to create integrated multimedia products from concept to completion which explain and illustrate complex learning and training objectives for faculty, students and staff.
- Design and develop educational multimedia and interactive learning materials including: video editing and production, multimedia, audio production, digital photography, and continually emerging technologies.
- Develop creative technical/design solutions within the constraints of bandwidth/hours per project with aggressive time schedules which enables customers to better accomplish the mission of providing leadership and excellence in teaching, discovery, clinical care and service as a student centered comprehensive research university and academic health center.
- Oversees all aspects of film and video pre-production, production and post-production for educational and training videos, in-house or on location using a variety of equipment and techniques.
- Problem-solve in all aspects of video production, including technical and content issues, remaining current with best practices for all aspects of production.
- Develop custom graphics and interface design (defining the look and feel of a project).
- Design, define, and implement functionality within different media elements.
- Capture, develop, and integrate audio, video, and graphics into courseware and other products for the University.
- Provide accurate development time estimates and status updates for assigned tasks.
- Effectively multitask in a fast-paced and deadline-based team environment, which includes both hospital and university settings.
- Communicate clearly (both written and orally) across different departments/levels of project development.
- Provide expert level advice and support in Camtasia Studio, Adobe Creative Suite (particularly After Effects & Premiere Pro), Final Cut Pro for the development of student, faculty and staff in multimedia design.

Augusta University † Augusta, GA † August 2021 - Current **Manager, Pamplin College Television & Cinema Lab**

- Manage and oversee day to day productions, operations, facilities and functions of the TVC Lab to provide high quality visual media products and services for Pamplin College.
- Lead highly creative in-house team of student assistants and interns who provide the entire skill set/service range including conceptualizing, scriptwriting, directing, videography, lighting and audio design, graphic design, and editing and distribution
- Oversee and manage day-to-day visual media, operations, facilities, and functions. Prioritize work and establish schedules to meet demands and priorities
- Provide direct supervision, orientation, training, team development and growth opportunities for production assistants and internships.
- Manage full-service facilities, studios (television, control room, sound recording), hardware and software tools including the Tricaster, Final Cut Pro X, Adobe Creative Suite
- Research, evaluate, justify, plan/budget and procure equipment replacements/improvements, software and other technologies
- Initiate, promote, and implement enhancements and improvements to increase cost-effectiveness and improve operations
- Drive team accountability, values and behaviors through performance development and disciplined operations always applying the University mission and values
- Provide consistent support for daily operations, visitor assistance, and equipment inventory and maintenance
- Ensure supervision of all users of the lab, tracking and maintaining the lab's audio/visual equipment holdings (including managing an orderly system for loaning out equipment and performing routine maintenance and minor repairs
- Make recommendations for improving the TVC Lab's equipment and services; and to maintain compliance on environmental and workplace safety matters.

Augusta University † Augusta, GA † August 2020 - Current **Adjunct Faculty, Department of Communications**

- Instructor of Digital Editing (COMM 3320), teaching basic, intermediate, and advanced digital editing skills in Adobe Premiere and Final Cut Pro X.
- Instructor of Television Production (COMM 3120), putting students on a pathway to becoming television and video producers through the learning of advanced audiovisual techniques inside and outside the studio.

Media General (WJBF News Channel 6) † Augusta, GA † 2007 - 2008

Production Director

- Responsible for managing television studio, training staff on maintenance as needed and usage of studio lights, lighting grids, automated video cameras, microphones and sound boards.
- Directed the production of live newscasts delivering successful broadcasts in very high pressure situations, precision and accuracy in shot compositions and recognition from producers and managers for showing great initiative and good character.
- Suggested and implemented new ideas for a local program that included a different set layout that created flexibility for the staff and greater appeal to viewers and transitioned the program from still shots to composing different camera shots.

Watchmen Broadcasting † North Augusta, SC † 2006 - 2007

Production Director

- Directed live television programming and hired, supervised and trained volunteer camera operators.
- Communicated with special guests to meet their audio visual needs such as the conversion of analog media to digital media to be used for broadcast and utilizing the character generator to display pertinent information for viewers.
- Implemented new shot compositions for the music portion of the live program, which received positive feedback from executive producers and increased viewership.

EDUCATION

Augusta State University, Augusta, GA: May 2012

Master of Public Administration, GPA: 3.5

Relevant Coursework: Human Resource Management, Quantitative Methods, Research Methods and Public Budgeting.

Project Skills: Providing vision for personnel and effectively leading a department, building and growing an organization, managing the department's budget and overseeing payroll, developing and interpreting financial data through planning and managing resources and handling personnel issues in a professional manner.

Augusta State University, Augusta, GA: December 2009

Bachelor of Arts, Television and Cinema

Relevant Coursework: Media Law and Ethics, Advanced Video Editing, Film Appreciation, Performing for the Camera, News Writing, Advanced Reporting, and Communications and Culture.

ADDITIONAL CREDENTIALS

AWARDS

School of the Great Commission Theological Seminary, Augusta, GA: April 2022

Honorary Doctor of Theology

- Awarded Honorary Doctorate Degree in Theology for dedication to ministry and outstanding work in the community.

Adobe eLearning Design Awards, Team Augusta University: March 2021

First place in international competition of 75+ entries

- Provided multimedia production (video editing, audio production and graphic design) for Running Records Simulation Project. Secured the No. 1 spot for an outstanding eLearning project

CERTIFICATIONS

Sterling Ledet and Associates, Atlanta, GA: April 2022

Adobe Video Professional Boot camp

- Learned and mastered the basic and advanced techniques of Adobe Premiere and After Effects, such shooting and capturing, creating titles, adding video effects, stop motion, adding transitions, adding motion effects.

Sterling Ledet and Associates, Atlanta, GA: August 2012

Adobe InDesign Boot camp

- Learned and mastered the basic and advanced techniques of Adobe InDesign, such as the publishing of tablets and eBooks, graphics file management, layers and document setup.

Sterling Ledet and Associates, Atlanta, GA: August 2011

Final Cut Pro 300- Advanced Finishing Techniques

- Learned and mastered the advanced techniques of Final Cut Pro, such as multi-camera editing, sound editing and mixing, advanced compositing, video filters, dynamic effects, color correction and project management.

Sterling Ledet and Associates, Atlanta, GA: September 2008

Apple Certified Pro- Level 1 (Final Cut Pro)

- Learned and mastered the basic setup of Final Cut Pro, such as adjusting and customizing preferences and settings, capturing video and audio, various editing and trimming techniques, ripple, roll, slip and slide tools, audio editing and audio creation, finishing and final output.

VOLUNTEERISM

Tabernacle Baptist Church, Augusta, GA: November 2021-Present

Serves as production director for multiple live services, general consulting, training instructor in broadcast, streaming, camera operating, and directing.

InMotion Church, Thomson, GA: September 2012-October 2021

Serves in multiple capacities including but not limited to the board of elders, audio visual and sound engineering.

President of Brendell Homeowners Association Board: May 2016-May 2018

Leads the Board on behalf of 27 residents, responsible for overseeing and handling the following procedural duties such as developing a fiscally responsible budget and reserve funds, determining assessment rates and collecting assessments, appointing committees, leading community and association meetings, filing taxes and coordinating special events.

New Hope Worship Center, Grovetown, GA: September 2006-September 2012

Video Director with duties consisting of directing and streaming worship services, supervising and training inexperienced video personnel, and creating weekly video promotions for church announcements.

References: Available Upon Request

