
Brianna Fitzgerald

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SUMMARY OF SKILLS

- Editing and updating web content in a fast-paced environment
- Studio/Zoom-casting and tech trouble-shooting
- Strong organizational, interpersonal and communication expertise
- Proficiency with the MediaSite webcast platform management portal
- UX/UI Design Training

EXPERIENCE

Minnesota Continuing Legal Education

Online Education Administrator

Studio Floor Director *(when in-person programming resumes)*

February 2010 - PRESENT

- Coordinate development of approximately 300 live webcasts (live video, audio) per year
- Interact closely with judges, attorneys and national speakers before and during live broadcasts
- Conduct microphone tests and studio preparation for all webcasts
- Floor direct all webcasts; give cues and time counts to presenters
- Collaborate with AV technician during live broadcasts; relay instructions from the control room to the studio floor using a talkback system
- Organize live online demos and use of Skype to broadcast remote presenters
- Rapidly respond to webcast viewers' emails regarding written resources and tech FAQs
- Create course description and resource webpages for all webcasts
- Consult with video-capture, storage-management and streaming service providers
- Integrate online media players within the MediaSite management portal and MN CLE website
- Proofread and edit marketing copy and program descriptions
- Post web content in real time on website as last-minute changes occur for live productions
- Work with MN CLE webmaster to post webcast descriptions and enable course registration
- Create webcast products in CRM
- Communicate with webcast speakers regarding confirmations, travel arrangements, collection of biographical data; written materials deadlines, AV details and other special requests

Minnesota Continuing Legal Education Conference Center Associate

September 2004 - February 2010

- Organized publications and presentations for video replays and live seminars
- Ran registration at live seminars
- Integrated audience response software with speakers' presentations
- Answered general customer service inquiries from course registrants and visitors
- Handled publication sales and inventory, including data entry related to inventory transactions
- Maintained facility calendar
- Approved and forwarded invoices related to catering and other expenses

EDUCATION

University of Minnesota, Twin Cities

September 1999 - May 2003

Bachelor of Arts in Journalism; minor in Cultural Studies and Comparative Literature; *Phi Beta Kappa*

****Currently enrolled in User Experience (UX)/User Interface (UI) Boot Camp***

OTHER EXPERIENCE

- Minnesota Daily; Arts Columnist
- City Pages; Intern and Calendar Writer
- St. Paul Pioneer Press; interviews with local musicians
- Metro magazine; *The Fam Club*, freelance piece on Prince fans

VOLUNTEER EXPERIENCE

- Minnesota Public Radio; Public Engagement at MN United games (with 89.3 The Current)
- HeadCount; Voter Registration at concerts