

IT/OFFICE SUPPORT SPECIALIST, OVATION TECHNOLOGY GROUP IT/OFFICE SUPPORT SPECIALIST, OVATION TECHNOLOGY GROUP Columbus, IN Offering 28 years of communications, management, marketing and entertainment experience, the majority of that as a Program Director, Operations Manager and/or Brand Manager. I'm superb interacting with people and customers, great in front of crowds and managing employees. Looking to put my extensive customer service to work for your company. Authorized to work in the US for any employer Work Experience IT/OFFICE SUPPORT SPECIALIST, OVATION TECHNOLOGY GROUP SEPTEMBER 2018 to May 2019 Provided general technical support for customers remotely and on site as well as installs of network materials and hardware. Acted as office manager support and assisted with hardware/software ordering and inventory. PURCHASING MANAGER/ PROJECT MANAGER CCI TECHNOLOGIES October 2015 to September 2018 Responsible for all procurement duties including ordering of hardware/software for customer projects as well as keeping track of all inventory and shipping/receiving. Added Project Manager duties which included overseeing customer install projects from start to finish. OPERATIONS MANAGER/AIR PERSONALITY REISING RADIO PARTNERS October 2017 to August 2018 Morning show host and Program Director for Qmix 107.3. Responsible for all operations and programming associated with the station. As Operations Manager, was responsible for overseeing all facets, branding and budgets for three station cluster including Qmix, Korn Country and Mojo 102.9. Surpassed budget goals every quarter and led cluster to highest revenue in ownership history. Education DIPLOMA in Radio & TV Communications OHIO CENTER FOR BROADCASTING - Cincinnati, OH November 1989 electrical engineering and broadcast journalism THE OHIO STATE UNIVERSITY June 1988 Skills Customer interaction, Marketing, Marketing Strategy, Social Media Marketing, Customer Service Links <http://www.ketobyscott.com> Additional Information SKILLS Superb customer interaction Management of various sizes of staffs Creative marketing campaigns Comfortable in a corporate structure

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