Tobias Virgona

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Career Overview

Demonstrated experience liaising with external clients/distributors and maintaining quality relationships including the handling of client/customer funds. Extensive experience organising deliveries to a deadline and ensuring that information is accurate with high attention to detail in a complex and demanding environment within a global television network in Australia. I have both private and public sector experience delivering a high level of proactive customer service and engagement. My career aspirations are to be a leader and mentor for internal and external colleagues in enhancing organisational capability and agility through the design and coordination of learning and development programs

Technical Skills

Computer science applied to JavaScript

- Data structures
- Algorithms (Searches, Sorts)
- Time complexity
- Big O notation

Browser-based technologies

- HTML
- CSS
- JavaScript
- jQuery
- Responsive design
- Bootstrap
- Handlebars
- Local storage, session storage, IndexedDB
- React.js

Deployment/command-line fundamentals

- Heroku
- Git
- Github pages
- API Interaction
- API
- JSON
- AJAX

Databases

- MySQL
- MongoDB

Server side development

- Node.js
- Express
- Progressive web applications (PWAs)
- User authentication
- MERN stack (MongoDB, Express.js, React.js,
- Node.js)

Quality Assurance

- Unit testing
- Functional testing
- Linting
- Continuous integration

Languages

- Python
- Java
- PHP
- C#

Projects Built

Project name
Date

Summary:

Skills:

Employment History

SBS T.V and Online Content - Content Discovery Specialist
September 2019 – Present

Responsibilities:
- Proof shared contract spreadsheet for titles where the license period starts in the next month to organise the delivery from Distributors and Producers
- Download and manage material deliveries from Distributors from the distribution website, Dropbox, Wetransfer, Box or Google Drive
- Ensure any promotion restrictions and or Embargos are clearly communicated and implemented
- Organise Transfer folders and store on a shared drive for the SBS teams to find the assets they require
- Run metadata reports to look for gaps and check scheduling for 8 – 10 weeks out
- Ensure metadata is up to date for Movies, Food, Drama, Comedy, NITV and Factual by manually entering Synopsis, Cast and Genre to our IBMS System
- Check weekly Marketing priorities to ensure assets are on hand for their projects
- Export schedules to Gracenote and Deluxe – daily
- Keep an eye out for any urgent schedule amendments to make sure Gracenote and Deluxe have the right schedules to play out
- Manage and organise the shared inbox for deliveries and queries from company wide
- Answering and troubleshooting queries from other departments around the organisation that relate to metadata (and most of the time colleagues just bring any problem to us!)
- Assisting the Acquisition team with assessing movies and drama programmes for SBS to purchase

SBS MEDIA - Sales Operations Scheduling Coordinator
July 2017 – September 2019

Responsibilities:
- Scheduling commercials for SBS Main, Viceland, Food Network and Radio
- Formatting Radio schedules and handling/key radio material (advertising)
- Air time reconciliation of commercials on all SBS Channels for end of month reporting
- Assisting the Sales team nationwide with tasks such as scheduling their prioritised commercials, liaising on air time reconciliation and organisation of their materials
- All Channel – Program management of Autofill (free commercials)
- SBS merchandise (SBS owned commercials) handling which includes scheduling of the commercials, liaising with the traffic team and marketing for material and formatting of the commercial space
- Assisted with the preparation and scheduling of the Tour De France | Eurovision | Mardi Gras | EPL | NBL | Tennis US Open | Tennis French Open
- Worked closely with the SBS Formatting & Spot Moves teams to grow an understanding around different service lines and how they operate

Demonstrated capabilities:
- Scheduling and time management
- Attention to detail
- Reporting
- Advanced knowledge of formatting on IBMS
- Advanced media skills
- Advanced computer skills
- High level organisation, coordination, and planning skills
- Project management
- Team management and delegation of tasks
- High level Microsoft Office suite skills
- Ability to work autonomously and as a team

- Excellent written and verbal communication skills
- Advanced customer service
- Advanced client relation management
- Managing content and liaising between service lines

JB Hi-Fi, Hornsby Westfield – Media Advisor (Games / Movies) & Processing
November 2014 – June 2016

Responsibilities:
- Ordering, Organising and Processing new and incoming inventory
- Ensure all visual merchandise is presented to a quality standard
- Monitor and assist with the web orders that come through to store including picking the stock, wrapping and organizing delivery of the items in a timely manner
- Training of Christmas casuals
- Worked through a shop refurb and stocktake
- Assisting in troubleshooting technology
- Assessing lost, missing and fault inventory
- Inventory prevention loss
- Sales KPI Management
- Delivery of quality and profitable sales according to an established budget
- Customer service
- Handling Cash
- Staff management
- Writing of reviews for gaming line

Demonstrated capabilities:
- Advanced customer service
- Sales
- Strong interpersonal skills, including the ability to communicate with a diverse community with different learning styles and capabilities
- High level communication and client liaison skills
- Ability to identify, isolate and resolve problems in a complex and high-volume environment
- Understanding of marketing and advertisement

Accreditations

2021 – Introduction to coding and programming (Udacity)

2021 – Introduction to Photoshop (Macquarie University)

Other Technical Skills

- Management Information Systems – IBMS – at an advanced level
- Microsoft Office packages at an advanced level
- Adobe Professional at an advanced level
- Database management at an advanced level

Qualifications

2022 <mark>The coding bootcamp - USyd</mark>

- Computer science applied to JavaScript
- Browser-based technologies including HTML, CSS, JavaScript and more
- Deployment/command-line fundamentals
- Databases
- Server side development
- Quality assurance
- Languages including Python, Java and more

2015 Diploma Screen and Media, Hunter TAFE

- Expanded Filming Techniques
- Application of Editing programs
- Sound editing
- On location Filming and Sound
- SFX Props
- Script Writing

2014 Certificate IV Screen and Media, Hunter TAFE

- Studio Camera Usage
- Learnt Adobe Premier Pro, After Effects
- Pro Tools

Hobbies & Interests

- Since 2017 co-produced, edited, publish and hosted a podcast about films
- Enjoy PC building and gaming. Currently built 2 high-performance computers from scratch.
- Passionate about film and have been known to write reviews in the past. Produced a pilot for a review show that I co-wrote, directed, produced, and acted in and also part of the team that pitched the production to TV executives

Referees on request