

BENJAMIN “JAY” WILES

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Executive Profile

Experienced leader with strong background in journalism, law enforcement media relations, open records, web development, research, storytelling, writing, and communication. Deadline driven. Dependable, hardworking, ethical. In-depth knowledge of the news industry and open records.

Areas of Strength

- Front-end and back-end development with JavaScript, NodeJS, ExpressJS, and SQL
- Highly skilled researcher
- Proven ability to manage multiple projects simultaneously and meet deadlines
- Works well under pressure
- Excellent script and story writing skills
- Takes initiative to complete tasks with little supervision
- Proficient in Windows and Mac operating systems, Adobe Premiere, Adobe Photoshop, Adobe Audition, Microsoft Office, Google Docs, Final Cut Pro, and Avid iNews

Professional Experience

Multimedia Information Specialist, Travis County Sheriff's Office | July 2018 – Present

- Redact all video and audio recordings requested under the Texas Public Information Act
- Perform in-depth research on cases and other open records requests with limited information
- Assist detectives with non-forensic video questions and needs
- Served as Public Information Officer in a rotation with agency's Sr. PIO
- Write, shoot and edit video for department social media platforms
- Write news releases and organize news conferences
- Monitor calls throughout the day for anything that may get media attention

Teller (Part-Time), American Bank of Commerce | September 2018 – October 2018

- Process deposits, withdrawals, money orders, and cashier's checks accounts
- Evaluate accounts to ensure each customer had best products and services for their needs

News Producer, KXAN-TV (Austin NBC) | May 2013 – July 2018

- Write compelling stories for newscasts and station website, using best video and graphics
- Produce all newscasts, making key decisions to ensure accuracy, conciseness and integrity
- Perform daily in-depth research on newsworthy topics to give viewers context and understanding about bigger issues
- Extensive experience adhering to branding and consistent messaging
- Collaborate with reporters constantly to integrate their stories into newscast
- Familiar with best practices for thorough and accurate research
- Effective participant in daily editorial meetings, giving value-added feedback, offering story ideas and collaborating with managers and fellow producers on stories
- Coordinate with graphic artists on simplest way to tell complex stories
- Experience conducting interviews and packaging stories
- Maintain positive relationships with government agencies while gathering necessary information

Assignment Editor/News Writer, KFOR-TV (Oklahoma City NBC) | January 2013 – April 2013

- Successfully managed resources, including story assignments for reporters and photojournalists
- Wrote compelling stories for evening newscasts and station website
- Maintained positive working relationships with government agencies to ensure station had accurate, up-to-date information on breaking news and other stories

Assignment Editor, KXAN-TV (Austin NBC) | June 2012 – August 2012, Freelance in late 2012

- Expertly planned weekend news coverage and pre-assigned crews to stories
- Developed and maintained relationships with public agencies while working on stories
- Write stories for newscasts and station website

Secretary, National Christian School Association | August 2009 – April 2013

- Effectively assisted the Association President in preparing for annual meetings, including itinerary preparation, hotel reservations and attendance lists
- Accurately processed annual dues, conference fees and donations from member and accredited schools and kept each school's accreditation records up-to-date
- Produced customer service to dozens of member and accredited schools

Internships

- KFOR-TV (Oklahoma City NBC) | January 2013 – April 2013
- KXAN-TV (Austin NBC) | May 2012 – August 2012

Certifications

- Texas Public Information Act: Certificate of Course Completion (October 2017)
- FEMA IS-29: Public Information Officer Awareness
- FEMA IS-42: Social Media in Emergency Management
- FEMA IS100.c: Introduction to Incident Command System
- FEMA IS200.b: ICS for Single Resources and Initial Action Incidents
- FEMA IS700.b: An Introduction to the National Incident Management System
- FEMA IS702.a: NIMS Public Information Systems
- FEMA IS800.c: National Response Framework, An Introduction

Education

Austin Coding Academy, Austin, Texas | 2019 – 2020

- Certificate of Completion, Full Stack Web Development program

Oklahoma Christian University, Oklahoma City, Oklahoma | 2009 – 2013

- B.S. Electronic Media-Broadcast Journalism
- Eagle Media student manager, News Director and producer of *Eagle Angle* | Spring 2011 – Spring 2013