**EDUCATION**

**Grand Valley State University, Allendale, MI**

* 2009 Masters of Science, Communications
* 1997 Bachelor of Science, Communications, emphasis in film and video.

# EMPLOYMENT

## WZZM TV-13, Grand Rapids, MI

**Operations Supervisor 2010-2018**

Primary responsibilities include:

* Supervise shift operations of Master Utility Technicians and engineers
* Acting reporter for EAS and Operations review & substitute as Acting Chief of Operations
* Investigate and report on employee actions and equipment failures
* Follow through with disciplinary actions
* Keep all emergency procedures up-to-date, including fire and tornado procedures
* Create and maintain operating procedure for on-air and off-air equipment and employee assigned shifts
* Liaison between Engineers and News Department in regard to camera equipment (repair and inventory), live shot coordination, and other special requests
* Liaison between Engineering and other departments in technical needs
* Schedule and perform monthly system reboots
* Continue with all Engineer/SNG operator responsibilities

## Engineer/SNG operator 2008 - 2010

Primary responsibilities include:

* Training of all Master Utility Technicians in Master Control procedures, Crispin automation, and news audio
* Responsible set up, training, and implementation for Crispin Automation.
* Maintaining all Omneon servers and storage
* Maintaining and repairing Quickset ENG/SNG equipment and vehicle maintenance
* Running live shots using Microwave Radio Controller ENG/SNG equipment, including 2GHz & 7 GHz microwave as well as satellite uplink and downlink transmissions
* Maintaining and repairing all video and audio equipment, work relief for utility operators when needed, creating procedures and documentation for Master Control
* Current main technical contact between WZZM with Crispin
* Current main technical contact between WZZM with Avid Dekocast
* Current main technical contact between Miranda switching systems and WZZM
* Acting Chief Operator for FCC Transmissions
* Liaison between Master Control and Traffic
* Member of WZZM Brain Board

## Utility Technician 1999 - 2008

Primary responsibilities include:

* Switching on-air programming
* Maintain on-air and transmitter logs including monitoring off-air signal
* Recording incoming programs and ENG/SNG feeds
* Tuning analog/digital satellites using Compusat technologies and ENG microwave live shots
* Audio production for newscasts
* Commercial dubbing and digital transcoding
* Performing live severe weather/breaking news cut-ins
* Supplying technical support for news, sales, and other departments
* Other responsibilities include problem solving, training, organization, and remote support
* Member of web streaming team which includes digitizing and uploading video to web, podcasting, and web development
* Developed and implemented Archiving procedures to XD CAM format

# OTHER EMPLOYMENT

## WGVU TV-35, Grand Rapids, MI 1997-1999

**Studio Coordinator**

Primary responsibilities included:

* Maintained studio inventory and scheduling
* Coordinated all studio and set construction lighting, production, and strike
* Coordinated all remote set-up and strikes
* Directed live multi-camera productions:
  + Ask The…
  + West Michigan Week
* Edited weekly promos and underwriters
* Training and developing production assistants and student volunteers

## Production Assistant 1994-1997

Held various technical positions: director, technical director, floor director, editor, audio operator, videographer, and studio camera operator. More specific assignments include:

* Associate producer – GVSports 1995-1997
* Associate producer – 1996 Coast Guard Festival
* Primary camera operator – Muskegon Air Show 1997, 1998
* Camera operator – Kalamazoo Air Show 1996
* Camera operator – 1997 Science Olympiad
* Teaching assistant – Grand Valley State University 1995-1997

## West Michigan Whitecaps, Comstock Park, MI 1996-2006 Independent Contractor - Matrix Operator

Responsible for:

* Hiring and maintaining a staff ranging between 3 and 5
* Head matrix operator, training instructor, graphic designer, animator, and main scheduler
  + 1999 - Assisted in setting up video production program
  + 1999- set up video internship with GVSU

## Local 26, Grand Rapids, MI 1996-1999 Stagehand

Positions held:

Loader for various productions, including:

Clint Black/Trace Atkins 1997 – Van Andel Arena

Prince 1998 Crystal Ball Tour– Van Andel Arena

Carpenter and Grip for various productions, including:

KISS – Reunion Tour & Psycho Circus Tour – Van Andel Arena

Neil Diamond – Van Andel Arena

Reba McEntire/Brooks & Dunn – Van Andel Arena

Janet Jackson 1998 Velvet Rope Tour– Van Andel Arena

Lollapalooza 1997 – Val-du-Lakes

1998 Detroit Auto Show – Volkswagen – Cobo Hall

Head of Video for various productions, including:

Amway Winter Convention 1997 – DeVos Center

1998 Women’s Expo - NIOXIN – Van Andel Arena

1998 Women’s Expo – Paul Mitchell – DeVos Center

Grand Rapids Opera – AIDA – Van Andel Arena

Matrix operator for various productions, including:

Head Matrix Operator

Grand Rapids Griffins 1996 to 1999 Season

Grand Rapids Hoops 1996 to 1999 Season

Grand Rapids Rampage 1998 to 1999 Season

# OTHER EMPLOYMENT (continued)

## Van Andel Arena, Grand Rapids, MI 1995-1996 Matrix Operator/Video Technician

Ran matrix operation for arena special events

Set up and ran video equipment for various special events

Position was incorporated into I.A.T.S.E. in 1996

# OTHER ASSOCIATIONS

## Flat River Dance Company 2008 to 2015

Member of Parents Guild since 2008

2010 Volunteer Parent of the Year

Videographer/editor for DVD production & Graphic Designer for promotion poster, T-shirt design, and program for all the following productions

January 2009 - Something Classic/Something New

June 2009 – The 12 Dancing Princesses & Other Works

November 2009 – Peter and The Wolf/Carnival of The Animals

Videographer/editor for pre-production vignettes

Video production manager for live performance

December 2010 – Goodnight Moon & Beyond

May2010 – Pecos Bill and the Cyclone with The Round-Up

December 2011 – The Four Seasons & The Changing Times with a TRIBUTE

Videographer/editor for pre-production vignettes

Video production manager for live performance

May 2011 – The Magical Doll Shoppe & Modern Works

December 2011 – The Nutcracker Suite

May 2012 – Red Hot, Pink & Bluegrass

January 2013 – The Nutcracker

May 2013 – Wicker Whatever

January 2014 – The Wizard of Oz

May 2014 - Pop Goes the Ballet

December 2014 – Goodnight Moon 2014

May 2015 – Great American Songbook

## GVSU Film & Video Alumni Group 2015-2017

Vice President of Recognition and Recruitment

2015 Fall guest panelist for Resume & Demo Reel Workshop

# MENTOR

## Mentor with Gannet Mentor/Mentee Program 2009-2013

2013 Mentor to Maria Valentino, Project Leader, Information Technology

2012 Mentor to James Huntley, Gannett Digital Media Partners

2011 Mentor to Blair Temple, Designer, Detroit Free Press

2010 Mentor to Penny Maples, IT Specialist, Detroit Free Press

2009 Mentee to Sidney Fung, Gannett VP/IT & Group IT Director (Nashville)

## Mentor in association with Montabella High School 2005

mentor for Megan Hockstra

Produced 2 music videos including pre- and post-production

# ON-AIR PERSONALITY

## WZZM Comic Book Guy 2010-2015

Wrote, recorded and edited on-air trivia question segments

## Greenville High School Varsity Baseball Public Address Announcer 2016-2017

**PROFESSIONAL EQUIPMENT**

Certified Television Operator via Society of Broadcast Engineers

Former Member of Society of Broadcast Engineers.

Possess FCC General Radiotelephone License.

Skilled in all aspects of video and audio production, live and post-production.

Currently working with SD and HD formats, including Sony XD Cam and Sony HD

Knowledge in Adobe Creative Suite 3 including:

Adobe Photoshop

Adobe Illustrator

Adobe After Effects

Adobe Encore

Worked in following digital editing systems:

Edius editing systems

Adobe Premiere

Avid NewsCutter

Media 100 non-linear systems

Final Cut

Microsoft Movie Maker

Proficient in Microsoft Office

Word

Excel

Power Point

Outlook

User of various Avid technologies including:

I-News

Unity ISIS

Airspeed Pilot & Flight

Newscutter

Media Manager

Work with various video delivery providers

PitchBlue

Pathfire video servers

DG Systems commercial servers

Extreme Reach digital transcoders

EZSpot

Currently working with Rhozet Carbon Coder digital transcoder

Currently working with Newsroom Solutions/Newsticker

Proficient in Crispin Automation.

Proficient with Miranda Switchers, ImageStation 750 and PresStation.

Used and repaired Lectrosonics wireless and hardwired microphones.

Used and repaired Sennheiser wireless microphone systems.

Used and repaired Sony PDW-EX1, -EX1R, -EX3, & -EX200 cameras

# REFERENCES

## Jay Lowe

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