

## James Anthony Allen

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**Profile** Solid background (15+ years) in multi-media, audiovisual, television production, with strong emphasis in management, production, operation and professionalism. The consummate AV professional. Consistently exceed goals and customer service expectations. Experienced in handling international accounts and in presenting results. Skilled in developing and implementing standardized policies and procedures. Works well with others, follows orders. Advanced Toastmaster.

**Education** Some Master's coursework, University of Maryland, European Division (May 1982)  
B.S. Business Management, University of Maryland, European Division (May 1981)  
Coursework with the University of North Carolina (1978)  
Coursework with North Carolina A&T State University (1977)

**Computer Software** Microsoft Office Suite (Word, Excel, Power Point), Microsoft Publisher, Microsoft Front Page, Adobe Photo Shop  
Adobe Flash, Ulead Photo Impact 12, Ulead Video Studio 11, Adobe PDF, Omni Page 16, Dragon Naturally Speaking...  
Attended hundreds of seminars on various subjects registered and as a technician. Typing: 48 wpm.

### Career History

**eBlessings**, 501c3 Non-Profit Corporation, Stone Mountain, Georgia; 2002 -- current

#### **Technician / Web Design / Graphics Design / Computer Maintenance / Manager**

- Manage various areas of operation for non-profit organization, manage multiple member volunteer staff
- Create and maintain inter-networking web site member network
- Coordinate complex partner relationships with Google, Amazon, Link Share, Pay Pal, Authorizenet, and numerous churches and organizations.
- Design marketing newsletters, brochures, CDs, convention material, booklets, books and advertising copy.
- Operate video cameras, editing software, still cameras, 64-ch. Mixer, video projectors, slide projectors, etc.; writer of fiction and non-fiction

**Federal Reserve Bank of Atlanta**, Atlanta, Georgia; 1998 -- 2003

#### **Graphics Supervisor for Print Shop** (from AV Technician)

- Started as a senior audiovisual technician and moved into the Graphics Supervisor position
- Managed video conference facility, multiple high-end conference rooms and satellite facilities
- Developed and implemented policies and procedures for the audiovisual section of the Services department
- Coordinated with numerous clients concerning their requests and expectations

**Independent Audiovisual Technician / Contractor**, Oakland, California; 1996 -- 1998

#### **Independent Audio Visual Contractor**

- Top west coast AV technician, working several large venues for companies from San Francisco to Silicon Valley
- Skilled in most aspects of audio / sound production for meetings, conferences, conventions and multi-media shows. Largest audio mixer: 64-ch, largest video projectors: Barco and GreyHawk, largest number of projectors to manage at once 14
- Knowledge of names and types of connectors and equipment used during normal AV operations
- Set-up, operate and strike both individual and multiple meeting rooms, conferences, and conventions
- When there was a large convention in town, I was one of the first to be called for availability

**Xenon Projection Services**, San Francisco, California; 1995 -- 1996

#### **Senior Audiovisual Technician** (from AV Hotel Manager)

- High visibility clients technician; VIP client AV technician
- Top west coast AV technician, working several large venues for companies from San Francisco to Silicon Valley
- Skilled in most aspects of AV production for meetings, conferences, conventions and multi-media shows.
- Knowledge of names and types of connectors and equipment used during normal AV operations
- Set-up, operate and strike both individual and multiple meeting rooms, conferences, and conventions

**ANCHA Audiovisual Services, San Francisco, California; 1992 -- 1995**

**Hotel Audio Visual Manager with Business Center** (from Senior AV Technician)

- AV Manager for a four-star hotel with full-service business center with staff of two
- Conferenced with upcoming convention and seminar managers in hotel banquet staff meeting
- Coordinated and facilitated conference equipment and local AV technicians.
- Managed equipment streams and revenue of \$250,000 annually
- Set-up, operate and strike both individual and multiple meeting rooms, conferences, and conventions as necessary

**ANCHA Audiovisual Services, San Francisco, California; 1991 -- 1992**

**Senior Audiovisual Technician**

- High visibility clients technician; VIP client AV technician
- Top west coast AV technician, working several large venues for companies from San Francisco to Silicon Valley
- Skilled in most aspects of AV production for meetings, conferences, conventions and multi-media shows.
- Knowledge of names and types of connectors and equipment used during normal AV operations
- Set-up, operate and strike both individual and multiple meeting rooms, conferences, and conventions

**Georgia Public Safety Training Center, Forsyth, Georgia; 1989 -- 1992**

**Senior Audiovisual Producer/Technician**

- Help open and establish a \$50 Million Public Safety Training Center, heavy on audiovisual capability
- Responsible for visual graphics, commercial graphics, photography, basic and high-end audiovisual requirements
- Produced video training tapes, handled multiple classroom setups in multiple locations on campus
- Ordered and received all audiovisual equipment utilized in the facility

**AMCEE/Georgia Institute of Technology, Atlanta, Georgia; 1988 -- 1989**

**Senior Satellite Video Producer/Technician**

- Producer of the AMCEE/NTU Satellite network at Georgia Tech, engineering coursework via satellite
- Coordinated with the Engineering department to facilitate transmission via C-band a national satellite program
- Skilled in many aspects of satellite dissemination and scheduling for national engineering school network

**PRIME CABLE, Decatur, Georgia; 1984 -- 1988**

**Senior Television Production Trainer/Technician**

- Trained individuals and groups in basic television production
- Produced several cable television shows and assisted in the production for trained individuals
- Knowledge of video cameras, film cameras, 35mm cameras, video editing, video studio management, electronic field production, news gathering, PSA production, etc
- Set-up, operate and strike resources for television production shows

**United States Army, Kaiserslautern, Germany (Europe); 1979 -- 1984**

**Senior Television/Audio/Film/Audiovisual Technician/Manager/Director**

- Produced US Army training tapes for US Army Europe
- Traveled extensively throughout Europe documenting training exercises and producing video programs
- Set up, staged, transported audiovisual equipment for numerous military officer conferences
- Knowledge of video cameras, film cameras, 35mm cameras, video editing, video studio management, electronic field production, and news gathering
- Managed and supervised 18-24 different military personnel