

Tami McElrath

490 Linkside Pl W
Miramar Beach, FL, 32550
419-438-2766
tamimcelrath@gmail.com

QUALIFICATIONS SUMMARY

- Manager with 15 years professional experience. Excellent interpersonal and supervisory skills. Highly experienced in customer service and team building strategies. Possesses good organizational and communication skills. Able to multitask in busy and demanding setting. Dependable and skilled in all aspects of office management.

PROFESSIONAL EXPERIENCE

INTV

Wauseon, OH

Station Manager

May 1996 – Jul 2011

- Responsible for supervising day to day operations of a public access television station serving approximately 60,000 households in the Northwest Ohio area.
- Responsible for all public and community relations relevant to station operations.
- Organized fundraising efforts to supplement franchise fees received from local cable provider through acquiring sponsors to underwrite station programming. Increased annual budget by over \$20,000.00.
- Responsible for billing and collecting of client accounts.
- Set up and operate computer editing systems, electronic titling systems, video switching equipment, and digital video effects units to produce a final product.
- Train workers in the use of television production equipment, such as cameras, switchers, monitors, microphones, sound boards, lights, green screen, and multiple non-linear editing interfaces.
- Co-taught local high school Broadcast Journalism students in all aspects of television production, including pre-production, production and post-production phases.
- Supervise and assign duties to workers and students engaged in technical control and production of television programs.
- Schedule recording sessions, and prepare areas for recording.
- Review and trim raw footage and arrange into sequences. Insert transitions, music, dialogue, and sound effects as necessary to present stories with maximum effect using computers and non-linear editing equipment.
- Monitor broadcasts to ensure that programs conform to station or cable provider policies and regulations.
- Determine which programs are to be recorded or aired. Schedule, create and publish programming guide in area newspapers, television, and Internet.
- Select automated sources from which programming will be received, or through which programming will be transmitted via Leightronix automation software.
- Test equipment to ensure proper operation. Report any equipment problems and ensure that repairs are made.
- Research and make any new equipment purchases.

ADDITIONAL SKILLS

- Advanced computer skills.
- Proficient with NewTek's TriCaster Studio.
- Experienced with Speed Edit and Macrossystem's Casablanca NLE's.
- Proficient in Sony Vegas Pro non-linear editor.
- Experienced in the use of Panasonic and Sony digital Video cameras.
- Very efficient with Key West Technology's Media Extreme Digital Signage System and software.

EDUCATION

WAUSEON HIGH SCHOOL

diploma