

**MARTIN S. DUDLEY**  
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Dear Hiring Manager,

I am forwarding my resume for your review for the **Audio Visual Specialist** position at Pitney Bowes. I would like to highlight my qualifications and experience which are relevant to the position.

While an independent Audio Visual Technician working for multiple companies and different venues, I developed many of the following skills that serve me well now. I learned to work with different personalities types effectively. I became consistently successful in assisting and coordinating clients, in-house staff, and vendors' efforts with positive results for their events. I learned to work with a wide variety of audio visual systems. I learned to setup, operate, troubleshoot, and breakdown audio visual systems quickly and effectively. I learned while configuring the various equipment to keep track of equipment, cables, and adaptors onsite and in warehouse for shows.

As an Independent Technical Director at World Bank I managed my own technicians in multiple conference rooms running simultaneous events. I managed to ensure all the presentations were delivered, presented, and captured on DVD in a timely manner. I was able to effectively manage others with the use of a variety of internal and external computer and audio visual systems.

In my additional experience as an Independent Technical Director at Washington Hospital and National Hospital Centers, I was able to coordinate with internal and external staff in solving problems quickly and effectively. I have setup, operate and trouble shoot VTC and audio conferences calls. I also have been able to interface internal and external equipment for conferences. Through the use AMX controls I was able to manage all the media in conference rooms.

#### **The Planning:**

- **Researching Effort** to look at new technology and ways to implement it to improve client services.
- **Project Management** approach following a project from conception to implementation effectively.
- **Cost Effective** approach to delivering a production without sacrificing the event's quality.
- **Trainers Approach** to providing technical training to both the client and the technical staff.
- **Redundancy Plan** to effectively reduce the effects of equipment failure and onsite additions.

#### **The Approach:**

- **Positive Attitude** with Customers, Vendors and Technical personnel.
- **People Person** that enjoys working with others in making the event successfully.
- **Personal Approach** to solving technical issues while making the clients feels as a valued part of the process.
- **Effective Communicator** to provide communication between staff and client in a timely manner.
- **Leadership Role** in assisting the clients, vendors, and technical team achieving successful event.

#### **The Delivery:**

- **Troubleshooting** ability for solving technical problems quickly and effectively to the customer's satisfaction.
- **Problem Solver** with the ability to anticipate and offer creative solutions to technical problems on the fly.
- **Multi-Tasking** person to deal with changing priorities, while able to maintain the event's level of quality.
- **Technical Interpreter** to explain technical issues to both technical and non-technical personnel.
- **Resource Management** effort to determine labor and equipment needs effectively for clients event.

*Martin S. Dudley*

Sincerely,  
Martin S. Dudley

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**Purpose**

To continue my professional growth through a position that utilizes my 10+ years experience in audio-visual support for conferences and live-events as well as my videography and independent production background.

**TV & Video Producer**

**Praise Him Productions**

Public Access TV

Fairfax

Falls Church

02/06-Present

**Independent TV & Video Producer**

- \* Produced Television, Managed crew, Setup and Operated Equipment.
- \* Setup Studio Lighting, Audio, Video, Switching, Graphics, Directing.
- \* Setup Field Lighting, Audio, Video, Switching, Graphics, Directing.
- \* Performed Dubbing, Non Digital and Digital Editing with Final Cut.

**Event Director**

**Praise Him Productions**

World Bank Group

Washington Hospital

National Rehabilitation

02/02-Present

**Independent Event Director**

- \* Attend all pre and post meetings to discover client's needs for their event.
- \* Perform site surveys to determine technical requirements for the event needs.
- \* Captured, coordinated, and delivered client content timely and successfully.
- \* Directed technical staff, clients, vendors, and facility activities.

**Event Consultant**

Perspect AV, Caribiner,  
AVHQ, PSAV, Union 224  
& 24, Future View,  
Projection Video,  
AVCOM, AVI, AVX,  
PCR, Marriott, AVTEK,  
Rent-A-PC, Affordable,  
George Mason University  
11/95-Present

**Event Audio Visual & Computer Consultant**

- \* Performed site surveys to determine equipment needs for various clients.
- \* Pulled, configured, and loaded-in/loaded-out event AV and computers.
- \* Setup registration, exhibit space, general sessions, and break-outs.
- \* Set up and interfaced computers, data monitors, and LCD projectors.
- \* Configured Mac and PC for networks, databases, printers, and internet.
- \* Provided operational and onsite technical support during event.

**Computer Consultant**

Altair, MAI, NIST, DSS  
NCI/State Dept, Altech  
Radio Shack, DBS  
Brandon, State Dept  
Manpower, AOL, CDI  
Boeing, NASA, USI  
USI, Spawar  
06/94-10/96

**Computer Consultant**

- \* Performed sales and customer service functions in the technical field.
- \* Researched, recommended, and implemented software and hardware solutions.
- \* Provided onsite and offsite technical support in multi-platform environment.
- \* Built, Upgraded Novel 3.11 fileserver with hardware and current NLMs
- \* Upgraded Quick mail server with new disk mirroring drives.
- \* Arranged ISDN LAN to LAN onsite evaluation for Bell Atlantic.
- \* Formed user group to review and implement new technology.

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**VMS, System. Manager**

**VMS Systems Manager.**

TROA Association  
 07/89-06/94

- \* Managed a Digital local area cluster, with 80 users using a multi-platform.
- \* Planned, implemented various system upgrades to improve system reliability.
- \* Upgraded and rewired entire building for terminals and 10 base network.
- \* Redesigned and reconfigured computer operation Center.
- \* Researched and managed 10Base-T network, UPS, Redesign of MIS facility.
- \* Advanced from Jr. Operator to VMS System Manager in 5 years.

**Education and Training:**

**Northern Virginia Community College (NOVA), Continuing Education in related disciplines:**

Computer Networks: Bridges & Routers, Hands-On Ethernet, Mac/VMS Network, Apple Networks, Novell Systems  
 Marketing and Advertising, Customer Service and Salesmanship

**Certifications and Training:** Production Assistance, Producer Workshop, Underwriting, Studio Package (including control room operation), Final Cut Pro Editing.

**Camera Certification and Operation:** Panasonic DVCPRO, DVXS; Canon XL, XL1 ;JVC GL1.

**Applied skill-set:** Audio visual setup and breakdown, staging, lighting, AV-switching, Powerpoint –Tech, Ability to direct and manage client resources and personnel.

**Software Proficiency:** Power Point, MS Office, Network Software, Final-Cut Pro

**Completed Public Access shows worked on Fairfax and Falls Church Public Access**

Episodes	Show Name	Producers	Tasks Performed
1	Take the Dis out of Disability	Maria Harris	Field Director
2	Around Space	Donnie L.	Field Director
6	For Ever Young	Jim Seeley	Field Director
8	Teens call to the Nation	Liz Charity	Field& Studio
2	Career Programs: Woman in Film & Video	Martin Dudley	Producer/Director
4	Career Programs: Putting Best foot Forward	Martin Dudley	Producer/Director
7	Career Programs: Jobs Ministry	Martin Dudley	Producer/Director
1	Community Programs: 9-11 Dedication show	Martin Dudley	Producer/Director
8	Church Programs: AAOG	Martin Dudley	Producer/Director