

# Wm. Patrick Hawkins

## EXPERIENCE

### **Communications Specialist at Lexmark International, Inc.** from June 2015 to Present

- Create and design PowerPoint presentations for senior executives and worldwide marketing communications
- Produce corporate videos for senior management communications and internal sales training
- Design large format print banners for trade shows

### **Multimedia Specialist at Hawk Multimedia** from Feb. 1998 to Present

- Produced and webcast live video of mostly equine events with free and pay-per-view end-user solutions
- Designed, developed, and host web sites using content management systems (Joomla!, WordPress)
- Designed print collateral, PowerPoint presentations and produced videos

### **Advanced Video Program Manager at Charter Media** from Jan. 2005 to Jan. 2009

- Responsible for scheduling and playback of local programming on channels across TN and Video On-Demand
- Designed and developed websites to support automated programming and promotions
- Chosen to participate in and completed the Foundations of Leadership national management training program
- Produced TV spots, created graphics and performed voice-overs for locally produced programming

### **Multimedia Resource Center Director, Instructor at Morehead State University** from Jan. 2001 to Sept. 2003

- Operated computer lab, supervised student staff, and assisted faculty with multimedia projects
- Designed and coordinated printing of brochures, recruitment display board and marketing pieces
- Webmaster for the College of Science and Technology, its seven departments and five auxiliary units
- Taught BIS 320 Web Design & Multimedia Applications for two semesters

### **Project Coordinator at CBS Cable** from May 1999 to May 2000

- Coordinated Year 2000 efforts for six business units
- Took inventory of more than 14,000 electronic assets
- Mitigated risk by identifying and documenting 555 vendor/manufacture readiness statements
- Developed contingency plans for mission critical business processes

### **Facilitator at Caliber Learning Network** from Jun. 1998 to May 1999

- Coordinated facility preparedness for video conferencing classes and events in centers across the country
- Created technical articles and tutorials for national employee newsletter
- Performed daily troubleshooting of technological issues

### **Production Assistant at Dye, Van Mol & Lawrence** from Jul. 1995 to Feb. 1998

- Produced, coordinated, assisted in all aspects of video production process for Fortune 500 clients
- Honed design skills on computer graphics presentations for clients and account pitches.
- Coordinated audio/visual needs for small meetings, large conferences and special events.
- Managed media library of 3,000+ items

## EDUCATION

### **Bachelor of Science in Communications** from **Middle Tennessee State University** in Aug. 1997

- Major in Recording Industry Management
- Minors in Radio/TV and Entertainment Technology